



JOB DESCRIPTION

TITLE: Communications Committee Chairman

REPORTS TO: Chairman of the Board

SUMMARY: Coordinates all ASA internal communications. Coordinates web site and Bulletin Board system activities. Provides support for communication with the ASA membership.

DUTIES AND RESPONSIBILITIES:

WEB SITE COORDINATION

- Review activities associated with the ASA Web Site and Bulletin Board System
- Works with Website Administrator on improvements to the website and server
- Reviews requests to provide web hosting for other OHV organizations

EMAIL ACTION ALERTS

- Identify need to communicate with membership via email.
- Compose email as requested by other committee chairs or other BOD members.
- Compose text of mass emails.
- Convert to HTML using standard ASA email template.
- Obtain three approvals. Approvals can only be approved by the BOD, President, and executive committee.
- Use approved mass email program to send out mass emails to ASA membership