



## LMSC VOLUNTEER ROLE DESCRIPTION COMMUNICATIONS CHAIR

### ROLE OVERVIEW

The Communications Chair's purpose is to provide communications to the LMSC members, volunteers and coaches within their LMSC.

### KEY DUTIES & RESPONSIBILITIES

- Work closely with LMSC leadership team to communicate latest news through various communication means such as; Websites, email, social media, electronic/hard copy newsletters
- Work closely with the LMSC Board to review or develop a formal communications plan.
- Assure that regular communications are sent to all registered members.
- Recruit members to contribute articles, either personal accounts or relevant publications.
- Adhere to requirements of LMSC Standards for posting of information and documents.
- Keep the LMSC website and social media channels current and relevant by updating frequently.

### RECOMMENDED EXPERIENCE & SKILLS

- Exceptional writing skills, with attention to detail regarding proper spelling and grammar.
- Experience with social media, publishing and website development tools, or a willingness to learn.
- Ability to plan, organize and distribute relevant content to members.

### RESOURCES

- Volunteer Central Home Page > Guide to Local Operations > Marketing and Communications
  - URL: <https://www.usms.org/volunteer-central>