

The Communications Director shall:

- A. Function as the primary communicator between Executive and Members;
- B. Attend scheduled Executive meetings or provide advance notice of absence to the President or Secretary;
- C. Have ONE (1) vote as a Member of the WCC Executive;
- D. Utilize the most expedient and appropriate communications media available, or as directed by the Executive;
- E. Develop communication materials and/or news content, and coordinate input from other Executive members for online publishing, electronic communications, or other forms of communications;
- F. Liase with the Webmaster on website-related issues;
- G. Participate in the Member registration process as specified;
- H. Function as overseer of content on the Club website, and ensure all information on the WCC website is as current as possible;
- I. Monitor website performance and identify related issues to the Executive in a timely manner;
- J. Ensure that the WCC domain name is registered and current, that hosting services are adequate to meet the Club's requirements, and that the WCC accounts with service providers are in good standing;
- K. Make recommendations to the Webmaster and Executive regarding website improvements or enhancements;
- L. Register new Members on the website within 48 hours of notification by the third-party registration service provider;
- M. Liase directly with the Executive on website-related issues.