

Communications Director

POSITION SUMMARY:

Serves as a voting member of the Board of Directors. Coordinates all activities related to the publication of all WSA related materials including WSA web site contents, newsletters, publicity materials, WSA history statement, activity flyers and membership materials.

SPECIFIC RESPONSIBILITIES:

1. Coordinates activities of Newsletter Editor(s), Historian, Publicity Chair and Web Master.
2. Ensures that clean copies of all archival materials are forwarded to the Historian
3. Document and keeps current policies and operating procedures associated with position
4. Submit a written annual review of position activities to the Board of Directors by December 31 of each year
5. Attend all WSA Board meetings as a voting member

GENERAL QUALIFICATIONS/EXPERIENCE:

Hold current membership status. Possess good writing and editing skills. The ability to write in a journalistic format is paramount. Become completely familiar with the approach of each publication to boating news, especially if developing features is contemplated. Inquisitiveness and imagination help.

POLICIES AND SOP:

1. The List of all sailing related publications and media should include the following:
 - Name of publication or medium
 - Submission deadline
 - Type of materials accepted (photos accepted?)
 - Acceptable formats
2. All photographs should include the following information on the back:
 - Photographer's name
 - Who is pictured
 - Where and when photo was taken
 - WSA Activity involved