



## WNA Events & Communication Chair Responsibilities & Processes

### General Role:

- Minimum 1 year term
- Attend as many meetings as possible, be engaged in all meeting content and listen for opportunities for improvement.
- Demonstrate leadership and be willing to listen and collaborate on new ideas.
- Support all members of the WNA, as available, with leads, referrals, individual meetings and aid in their success.
- Be creative with new ideas to expand, increase and gain visibility for WNA (as a chapter and for individual members).
- Seek for continuous improvement in all aspects of our organization.

### Specific Responsibilities

- Responsible for meeting minutes
  - Take meeting minutes at each meeting based on the meeting agenda
  - Post meeting minutes on the WNA Yahoo Group (if applicable)
  - Take board meeting minutes at each board meeting based on board agenda
  - Post board meeting minutes to Yahoo Board Group (if applicable)
  - Send meeting minutes to WNA Home Office (<http://wna.homestead.com/PostMeeting.html>)
- Manage social networking groups including Facebook, WNA Yahoo group, WNA Board Yahoo Group (send invite)
  - Add new members to the WNA Yahoo Group and Evite contacts
  - De-activate past WNA members from Yahoo Group and Evite contacts
  - Ensure members are not abusing the Yahoo Group
  - Maintain board Yahoo Group
  - Post meeting minutes to the Yahoo Group
  - Post new WNA documents to the Yahoo Group
- Facilitate meeting in absence of President and Vice-President
- Post community, member, marketing, business events on WNA Yahoo Groups calendar
- Send out evites, invitations, save the dates, for upcoming chapter special events
- Plan chapter special events based on set calendar dates