



Position: *Internal Communications Chair*

Term: *One year*

Time Commitment: *4-8 hours/month*

Tasks:

Board Meetings

Monthly

- Create and forward agenda to President 1 week prior to meeting
- Attend board meetings
- Attend Executive Team meetings (if required)

Action Register

Monthly

- Capture action items and distribute to board ASAP
- Update Action Register as necessary
- Send updated Action Register to board 1 week prior to meeting
- Maintain an electronic and hard copy of the Action Register

Transition

Summer

- Transition position to next year's Internal Communications Chair

Individuals who have held this role in the past:

- Lisa Leet
- Dean Andrew
- Denise Maxwell
- Krista Johansen Dederich