

Director of Communication Role Description

Summary of Role:

The Director of Communications is responsible for planning, writing and executing all chapter communications. The Director of Communications works directly with the VP of Operations and the President to prepare an annual communication plan and keep it refreshed throughout the year. The Director will work with the VP of Operations to plan the content and sending of monthly communications, administer communications and keep the chapter distribution list current in Constant Contact and be responsible for posting pictures at events on the Chapter Twitter feed.

In addition, the Director will coordinate with the Director of Programs and the Webmaster to ensure that each event is communicated effectively.

Detailed Responsibilities of Director:

- Work with the VP of Operations and President to plan out annual communication plan that determines a cadence for chapter communications.
 - Keep Comm. Plan refreshed and report at board meetings about upcoming planned communications.
 - Get Monthly Membership Updates from VP-Operations and Update Distribution Lists in Constant Contact (CC).
- Monthly Communications
 - Solicit and collect communication info from other board members to add to planned communications each month.
 - Prepare Chapter Newsletter in CC.
 - Prepare dedicated communication blasts for specific events or news in CC.
 - Ask VP of Operations to review and provide feedback before sending comms.
 - Schedule comms to be sent via CC.
 - Develop Monthly Chapter Intro Slides with Director of Programs.
- During Chapter Events:
 - Take Pictures at Events and post on ISACA Atlanta Twitter.
 - Send Pictures to Webmaster for Website.