

KCYM JOB DESCRIPTION DIRECTOR OF COMMUNICATIONS 2025-2026

Job Description: She shall serve as liaison for the Newsletter Chairman, Website Chairman, Yearbook Chairman and Contacts Chairman. She shall be responsible for conducting all official correspondence as directed by the President. She shall oversee the publication of the monthly newsletter.

List of Duties:

AUTOMATIC: Chairman: Member:

a) Contacts b) Newsletter; c) Website; d) Yearbook

1. It shall be the duty of the Director of Communications to conduct all official correspondence as directed by the President and to maintain an adequate supply of Club stationery and notes, as directed by the President.
2. She shall oversee the compilation of all publications, including the newsletters, and Yearbook, which includes New Beginnings, subject to Board approval.
3. She shall oversee the Website Chairman in maintaining and updating the KCYM website.
4. She shall be an authorized “Administrator” along with the Website Chairman for the KCYM website.
5. She shall be authorized to submit sanctioned KCYM activity or event information to the Website or Newsletter.
6. She shall work in coordination with the Director of Membership to keep a record of changes in the roster. (The Director of Membership receives member changes from **kcym.membership@gmail.com** and **forward** those changes to the Director of Communications, Yearbook, Contacts, Newsletter, Website and Service Database Chair)
7. She shall assist the Contacts Chairman, as needed, in accessing the updated mailing list from the Database chair. All mailings must have the KCYM bulk-mailing permit # in the upper right-hand corner, or else be mailed first class.
8. After Club Commitment Day, she shall work with the President-elect in helping fill any vacant chairmanships that fall under her directorship.

Information pertinent to performance of duties:

1. All name, address, email and telephone changes shall be furnished to the Newsletter Chairman to be printed in the newsletter following the publication of the annual Yearbook.

rev: 2/17, 2/19, 3/20, 3/22, 3/24, 3/25

KCYM TIMELINE

Director of Communications

2025-2026

April:

- Meet with your predecessor to learn about your job. Attend Incoming/Outgoing BOD Meeting

May:

- Confirm list of committee members and prepare motion to approve committee members with names in alphabetical order at Joint Board Meeting.
- Attend IDT/Business Meeting.
- Attend JBOD and review Blue Book.
- Attend President's Calendar Meeting.
- Meet with Assistant Treasurer to arrange collection of dues statement information and review the dues sheets to be emailed.
- Assist compiling mailing list for the Yearbook distribution to Contacts Chairman.
- Assist in compiling the email list for Contacts Chair.
- Submit official Club calendars to the Newsletter Chair for the June Newsletter.

June:

- Meet with Yearbook Chairman and go over any changes. Assist Yearbook Chairman in all proofreading and attend all Yearbook meetings.
- Coordinate with Contacts Chair to check on the USPS accounts and balances.
- Attend BOD meeting

July:

- Assist the Yearbook Chairman on proofing and check on the status of Yearbook.
- Forward updated Birthday list in date order from Yearbook Chairman and send to Newsletter Chairman.
- Attend BOD meeting
- Coordinate accessing updated mailing list from Database Chairman and forward to Contacts Chairman.

August:

- Assist Contacts Chairman with any needed assistance in the distribution or mailing of Yearbook.

September:

- Attend RDT/Business meeting and Joint Board meeting
- **Each month** throughout the year **1)** check your mailbox in KCYM Library for any returned newsletters and **2)** send any changes in members email to Contacts Chair
- Send reminder notice to your Contacts, Yearbook, Newsletter, and Website Chairmen to attend and submit a report at the Joint Board meeting

- (Yearbook can submit a final report in September, other Chairs wait until the Mid-Year meeting in January to do their reports).

October:

- Attend Civics/Honoring Day.
- Attend BOD and Business meetings

November:

- Attend BOD and Business meetings

December:

- Attend BOD meeting

January:

- Attend Joint Board Meeting and read a mid-year report.
- Send reminders to your Chairmen about attending and submitting report at the Joint Board Meeting.
- Attend Business Meeting.

February:

- Attend BOD and Business meetings
- Send message to each Chair asking her to prepare a Final Report that will be presented at the March Board and Business Meeting.

March:

- Review your job description and submit changes to the President-Elect as requested
- Assist with Club Commitment Day as requested.
- Prepare working notebook/thumb drive to pass on to your successor.
- Submit Final Report.
- Turn in Blue Books/Thumb Drive as requested.

April:

- Attend Incoming/Outgoing BOD Meeting.
- Meet with your successor.
- Submit all service hours.
- Submit final reimbursement form with copy of receipts to Treasurer before April 30th.
- Submit article for President's report as requested
- Attend Business Meeting.

rev: 1-11, 2/2013, 1/2014, 2/17, 2/19, 3/20, 3/22, 3/24, 3/25