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# Palm Harbor Newcomers Club

## MEMBER COMMUNICATION CHAIR – GENERAL BOARD/ BOARD OF DIRECTORS

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### Term of Office:

One year: June 1 to May 31.  
May be appointed to one  
additional consecutive term.

### Purpose:

Maintain an up-to-date  
email mailing list of  
current Club members.  
Produce and send email  
notifications to the PHNC  
membership.

### Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

### Reports To:

PHNC Executive Board,  
PHNC General Board and  
General Membership

### Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings. and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing at least three days prior to the meeting.
- As necessary, submit budget requests for the position and work within the approved budget.
- Two weeks prior to the deadline for luncheon reservations, produce and send a sign-up reminder notice to the membership.
- One week prior to the monthly luncheon, produce and send a reminder notice to all those registered to attend with the place, date, time and any other luncheon-specific reminders.
- Produce and send other email notices to the membership as requested by the Board of Directors.
- Prior to sending any email on behalf of PHNC, have the email reviewed and approved by the President.
- Update the membership contact list in Mailchimp (the Club's email distribution app) promptly and as necessary, adding new members, deleting lapsed members and revising email addresses when notified of a change.
- Respond promptly to "Contact Us" inquiries submitted via the website or relay the inquiry to the appropriate officer for response. Work with the responsible board members to respond to the query and to then close the entry.
- Ensure all Blue Host email assignments and updated correctly.
- Delete prior month's Activity Group registrations in Gravity Forms.
- Work on other website duties as assigned.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all program contacts, resources, components and costs.