

Updates to www.LLWCNEWS.com can be performed by the Communications Team, designated Board Members and our Photographer. 2nd VP inputs the Calendar, Photographer uploads photographs to Photo Gallery.

Communications Team Leader (CTL): Dee Watt

The LLWC Board keeps the CTL up-to-date on all upcoming activities/events and the need for marketing material and other information which is to be posted to the website. Secretary sends Board meeting minutes monthly to the CTL.

Communications Team involved in website activities:

- Lynne MacNeill: Website Administrator (WA)
- Shana Nunn: emails members, updates roster, birthday calendar, maintains member "subscribers" on website, deletes old emails from website
- Marilyn Wolpert: upcoming meeting information
- Dee Watt: emails members; back up to Shana

Designated Board members responsibilities

President sends President's Message (monthly Breeze article) to WA, CTL and Shana

Service Committee - Who We Serve

Creates and maintains narratives, photos and schedules on all service projects including special service events. Service Chair or designated Service Committee Member sends updates to the WA. *Note that Service Committee Events should also be highlighted in Upcoming Events.*

2nd VP

- Upcoming Events – sends info to WA; CTL also sends flyers to WA
- Maintains monthly calendar with help as needed from WA; advises CTL (update email can be sent out to advise members when the calendar is updated)
- Bingo Flyer: sends next month's flyer to the WA
- Book Club Hostess Schedule: updates and sends schedule to WA
- Activity Contacts: updates and sends updated list to the WA; advises CTL

Membership Chair keeps Shana and CTL updated on Membership changes; Shana posts updated roster on the website and updates the Birthday Calendar.

1st VP

- Provides info to Marilyn for the following month's meeting. Marilyn prepares a document and sends to WA.
- Provides Monthly Luncheon Program info directly to WA as updates occur; advises CTL

Secretary sends general meeting minutes to Shana and the CTL to send out as an email from the website.

After the Website Administrator updates the website she informs the CTL so that an announcement email, if appropriate, can be sent to the members. Others who update the website, e.g. the Photographer or 2nd VP (Calendar), also advise the CTL when done.