



# Midwestern Chapter International Society of Arboriculture



## Chapter Communications Overview Job Descriptions Outline

### **Communications Liaison**

Design, develop, update, administer and publish Chapter Web site and electronic newsletter

Design, develop, update and administer Chapter registration system pages  
Annual Conference and Trade Show, MW-TCC and TRAQ

Manage online registrations  
Annual Conference and Trade Show, MW-TCC and TRAQ

Design and develop conference brochures and MW-TCC t-shirt logo

Attend Chapter Annual Conference and Trade Show and MW-TCC  
Manage on-site registration activities

Process all bulk email activities

Design, develop, administer and update Chapter social media activities

### **Chapter Leadership**

Review entire Chapter Web site and electronic newsletter for accuracy and timeliness

Provide Communications Liaison with all content associated with area of program responsibility  
Continuously review, revise and update all program content and related Internet links

Ensure that all relevant program communications deadlines are established and met

### **Executive Director**

Review content for clarity, continuity and consistency in accordance with Chapter standards  
Policies, procedures, protocols, programs, projects and activities

Provide copy for registration system pages  
Conference and Trade Show, MW-TCC and TRAQ

Supply "*Editor's Branch*" for newsletter and Web site

Administer printing and USPS mail distribution as needed

#### **Member States**

**IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA**