



# Midwestern Chapter International Society of Arboriculture



## Chapter Leadership Communications Responsibilities Job Description Addendum (generic)

In order to maintain a sustainable and up-to-date system for refreshing the Chapter Web site, delivering an informative and useful *Shade Tree Leaves* newsletter and releasing critical membership email blasts, the (Liaison / Coordinator / Board Member) shall assume responsibility for providing all necessary and relevant information associated with the Chapter's \_\_\_\_\_ program.

It shall be the sole responsibility of the (Liaison / Coordinator / Board Member) to provide all content, Internet links, updates, deadlines and materials associated with the \_\_\_\_\_ program to the Chapter Communications Liaison and Executive Director for editing and communication to the membership.

In addition to periodic reviews of the Web site and newsletter for accuracy and usefulness, the (Liaison / Coordinator / Board Member) shall provide for the timely submission of materials including, but not limited to, the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA