

# JOB DESCRIPTION – MEDIA CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as Media Chair, including electronically distributing Garden Club information to general membership (via email, flyers, [www.putinbaygardenclub.com](http://www.putinbaygardenclub.com), and Facebook page and group), responding to requests for information, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

## SPECIFIC RESPONSIBILITIES

### REQUESTS INFORMATION

- Requests information regarding events, etc. as needed, from Board members and Committee Chairs

### EMAILS and PIB CHAMBER NOTIFICATIONS

- Emails monthly update, regarding programs and events and other pertinent information to members, PIB Daily [pibdaily@gmail.com](mailto:pibdaily@gmail.com), MBL - Katrina Reed [Katrina@millerferry.com](mailto:Katrina@millerferry.com) + Julene Market [lakeeffects@aol.com](mailto:lakeeffects@aol.com), and WPCR WPIB Radio - Greg Peiffer [greg@wpcr.fm](mailto:greg@wpcr.fm), approximately one week prior to first event of the month
- Emails responses to requests for information from people who submitted inquiries via the website
- Submits program/event information to PIB Chamber via online form at <http://www.visitputinbay.com/add-event-to-website-request/> no later than one week prior to event

### FLYERS

- Prepares and prints flyers, containing information on program, beach clean-up, and lamppost flower planting/removal approximately one week prior to event
- Posts same flyers, at Fox's Den, Gas Station, Post Office, Hardware, Senior Center, Library, Grocery, LEIHS, Resale Shop, Town Hall, PIBYC, Miller Boat Line approximately one week prior to event

### WEBSITE & FACEBOOK Page and Group

- Adds flyers to Garden Club website [www.putinbaygardenclub.com](http://www.putinbaygardenclub.com) and Facebook Page [www.facebook.com/PutinBayGardenClubInc/](http://www.facebook.com/PutinBayGardenClubInc/) and Group [www.facebook.com/PutinBayGardenClubInc/](http://www.facebook.com/PutinBayGardenClubInc/) no later than one week prior to event
- Adds President's GAZETTE ARTICLE to PutinBayGardenClub.com Blog page and Facebook as soon as possible
- Adds photos from programs and events to Garden Club PutinBayGardenClub.com Photo Page and Facebook as soon as possible
- Adds other reports, as received, to the Garden Club PutinBayGardenClub.com Board page, including: Treasurer's Report, Membership List, special reports, etc. as soon as possible

### REQUESTS FOR INFORMATION

- Responds to requests for Garden Club information via email, Facebook, in-person, and phone as soon as possible

### ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits monthly (May through September) reports to Garden Club President