

JOB DESCRIPTION – MEDIA CHAIR



RESPONSIBILITIES

REQUESTS INFORMATION

- Requests information regarding events, etc. as needed, from President, 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, MBL - Katrina Reed Katrina@millerferry.com + Julene Market lakeeffects@aol.com, and WPCR WPIB Radio - Greg Peiffer 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 Dues Renewal notice by Feb 15th and flyers, containing information on program, beach clean-up, and lamppost flower planting/removal approximately one week prior to event
- Posts same flyers, at Beauty Shop, Post Office, Senior Center, Library, Grocery, Town Hall, PIBYC, approximately one week prior to event

WEBSITE & FACEBOOK Page and Group

- Adds flyers to Garden Club website www.putinbaygardenclub.com and Facebook Page www.facebook.com/PutInBayGardenClubInc/ and Group 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 program/event photos/videos 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 Board
- March-2022, the website platform (Weebly) two year cost=\$159; March-2021, domain name two-year costs=\$87.90