



DWC Publicity/Website/Facebook Chair

The Chair of Publicity, DWC website, and Facebook will be responsible for:

- Working with the President regarding news coverage of Club activities
- Note: The President approves any and all news releases and Club information shared with media
- Monitoring the DWC website and Facebook ensuring that all posted information is current and accurate
- Working closely with the Webmaster for monitoring the DWC website

The DWC website “Members Only” page has different sections:

- Organizational Chart: Chair will ensure that this information is kept current and will notify the Webmaster of any changes. Generally, these changes occur immediately following the installation of officers at the December general meeting.
- Executive Board of Directors: Lists the current Executive Board members for the current Club year
- Membership Book/Directory: this is the “web-based” book and is the responsibility of the Membership Chair to ensure that it is kept current and accurate (via the Web Master).
- Membership Lists: this is an excel list summarizing members’ names and contact information.
- By-Laws: Chair will ensure that any changes to the By-Laws will be updated via the Webmaster.
- DWC Assistance Fund: Provides the description of the DWC Assistance Fund, parameters for recipients, and Co-Chair names and contact information
- DWC Sponsorship Referral Form: Provides a referral form for members that have a business or entity in mind that can be approached by the Sponsorship Task Force for a possible Sponsorship opportunity. Also provides contact names and information for the current STF Co-Chairs.
- Chair Job Descriptions: Provides job descriptions for all Chair positions on the Executive and Governing Boards.

February 2023