

Director of Electronic Communications Duties and Checklist:

From the TVKC ByLaws. DUTIES OF THE DIRECTOR AT LARGE – ELECTRONIC COMMUNICATIONS – The Director sends out electronic messages to the entire TVKC membership when requested to do so, communicates and submits all requests for changes and updates to the TVKC web site and serves as one of the administrators for TVKC social media sites.

Daily:

[] Check TVKC Electronic Communications email and respond.

Weekly:

[] Review and update Club Calendar for upcoming events – highlight on website

[] Review new membership list (from 2d VP) – add names to Google Contacts

[] Review and update website as needed with new premium lists or information for membership. Look for items to highlight / recognize club member / dog

Monthly:

[] Attend board meetings.

[] Review and update historical data on website from data pulled from premium lists (Board of Directors, service on club sports committees)

[] Provide information on nominees' service to club as requested in nomination for lifetime membership – pull from website historical information

Annually:

[] Attend Annual Meeting. (1st Wednesday in September)

[] Update Member Breeders information – coordinate with membership VP

As needed:

[] Attend meetings.

[] Represent the club publicly and privately as needed.