**Communications Chair Tasks**

(Last updated 05/05/2021**)**

**Tallwood Country Club Website**

**Women’s Club Section - preseason**

1. Clean out previous year’s announcements, schedule, results, application, etc.
2. Add new tournament schedule document once it is finalized from tournament chair
3. Re-read all pages, update/correct as needed
4. Replace any other documents if needed

**After each full board meeting**

1. Compose the Communication and get President’s approval prior to publication
2. Distribute Communication through email. All members are now using email.
3. Place the newly published Communication on the Website.

**Ongoing**

1. Add application/forms as they go out to membership
2. Post announcements regarding cancellations/reminders
3. Maintain or Add a link to the Golf Genius Portal that leads to the tournament results
4. Replace any other documents as needed, i.e., Job Descriptions

**TWC Email**

1. Maintain contact list with names and correct email addresses for all members (double check list occasionally with membership chair)
2. Each member needs to be on either the contact list for 18 or 9 as appropriate. All members should be on the 18+9 contact list (plus club pro). Appropriate members should be on the SNEWGA and board contact lists.
3. Send out reminders/notices as requested by board members.
4. Note that the website and email shall be used for club business only.