

**LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
Electronic Communications Director**

- Shall be comprised of LCWN members
- She shall appoint a committee from Membership
- She shall maintain the email distribution list on the website
 - Board of Directors at board@lcwn.net
 - Membership at members@lcwn.net
- She shall administrate the Lea County Women's Network website
 - Communicate with the ClubRunner office
 - Notify the Board annually of due payment
 - Provide the Board with invoice copies
- Provide training for Officers and Committee Chairs
 - On website administration tools
 - On website uploading of pictures etc
- Provide assistance to Members in the use of the website
 - Assist in use of the technology
 - Assist in electronic communications
- Add Board approved Links to the website
- Facilitate the mission of Lea County Women's Network on the website
- She shall forward any correspondence sent to info@lcwn.net to the Board of Directors at board@lcwn.net for response.
- Will attend the monthly Board Meeting regularly
 - Will send proxy when she can't attend
 - Will notify the President when she can't attend

The Electronic Communication Chair shall appoint a person or persons to help her fulfill the duties of this office.