

## **Responsibilities for Communications Director of LGBT Club**

**Using MailChimp or other Communications Tool, creates the Club's periodic newsletter for distribution to the membership. Sends a draft to the President for approval for prior to distribution.**

**Creates other Communications as needed by the President and the Executive Board.**

**Captures photos of club events, and follows Club policy regarding publication.**

**Prepares eVite invitations for Club events and monitors responses for event and planning purposes.**