

## **CCFT Communications Chair Job Description**

### **Current Status: New Position**

#### **Background**

Section III, e., of the CCFT Bylaws provides for a newsletter editor as follows:

“**The newsletter editor** is responsible for regular reporting of CCFT news to the membership. He/she is responsible for all newsletter editorial functions and for keeping the membership informed about the actions of the Executive Board, the Council of Representatives, and CCFT committees.”

#### **General Duties and Responsibilities of the CCFT Communications Chair**

The CCFT Communications Chair will be responsible for developing and executing an outreach plan that involves communicating with the union membership, the campus and local communities using tools such as websites, listservs, Blogs, newsletters, press releases, etc. The Communications Chair will create and execute the communication strategies necessary to increase awareness of CCFT issues, accomplishments, and actions, and to more directly involve the membership in the workings of CCFT.

#### **Key Responsibilities of the Communications Chair**

- Write and place press releases
- Attend EB, CoR and Member meetings
- Edit the newsletter
- Write and distribute messages to the membership
- Compose announcements on CCFT's myCuesta group
- Manage media relationships
- Publicize CCFT events
- Make available relevant information (i.e. events, announcements, stories, photos, documents, etc.) to the membership