

BOARD RESPONSIBILITIES

Communications Chair

1. **Work with Executive Director (ED) and Chair to develop and implement communication strategy including:**
 - Develop themes and graphics
 - Compose e-news, website updates and signage.
 - Coordinate Website updates with ED and Website Contractor
 - Coordinate social media strategy
2. **Work with ED and campaign chairs to compose emails, letters and other communications for Annual Campaigns & Class Reps.**
3. **Oversee Constant Contact database, including coordinating data updates from district / school site.**
4. **Work with the Grant Committee and Grants Evaluation Committee to highlight THF work.**
5. **Attend all Board meetings.**