**Immediate Past President (Communications Chair) Operations Manual**

1. Thank you for serving😊 Review the bylaws for this role. http://www.todaa.org/bylaws.htm
2. In December, request that the current serving member give you admin privilege’s and request a meeting with them to get oriented to the software (an online meeting is helpful to see how to navigate the software-zoom mtg, etc)
3. In January, update those who have admin access (if needed) per the executive committee’s approval. Basically, you, the secretary treasurer and anyone who is approved to help the communications chair ideally would have admin access.
4. In January, let the secretary/treasurer know how you prefer to be contacted with new members by email, text, etc. (Personal or work email address) And update the members status in our software as soon as you can to ensure that they receive member only communications.
5. In January, update the officers tab on the website.
6. Attend monthly executive committee meeting and report. You have experience as vice president and president, help those serving in those roles as needed.
7. Mark members as lapsed when the bylaws state to.
8. Discuss with the executive committee what information needs to go in the seasonal newsletters and the deadline that it should go out based on the bylaws. (Example: the spring newsletter should be completed and provided to members in the spring) Go to our website to see what information was in previous newsletters to help you.
9. Send emails as requested by the executive committee.
10. Update the website as needed when you and the executive committee discuss and approve.
11. Post minutes, newsletters, educational material, in the appropriate location on the website as they come about.
12. Do not post jobs or vendor information on the website, we email this information to members as we do not know when the jobs get filled and we do not know when vendor information changes. (Our volunteers cannot be asked to do that-we are willing to email this out to as a benefit to our members) If a vendor is a member, we will email their information or job postings out as frequently as the executive committee decides (suggested no more than twice a year, unless it is a job posting). Our members can request that we share their job postings. (Note: it is very rare that we get these requests.)
13. Prior to the last education meeting of the year, you will need to create a report of what you did throughout the year in your role. This report is shared at the Annual Business meeting.