

Communications (Officer) Job Description

- Reports to Board of Trustees, President
- Reviews, and applies the Governing Documents regarding obligations and requirements to SRCA communications within the community
- Studies, discusses, votes on Board of Trustee Motions
- Supports Washington State RCW changes to laws regarding electronic communication
- Reviews community communication needs to improve methods and channels for efficiency and function within the community
- Plans, educates, trains, distributes instructions and rules for use by SRCA Homeowners of website, television, clubhouse internet, and communication “blasts”
- Advises membership / committees on recommended communication method for particular needs
- Recruit assistants, Website Admin as needed
- Prepares, submits annual budget to Treasurer
- Proofs website, posts, documents, and other entries to assure compliance with obligations and requirements
- Represents the Website Admin Team to the Board of Trustees
- Maintains Succession File