BOARD OF DIRECTORS POSITION DESCRIPTION (2022-2023)
Position Title: Webmaster / Graphic Designer (Publicity Committee Position)

Position Term: One Year Appointment – unlimited repeating terms, with Board approval.

Administrative Duties

Major Functions:

The Webmaster/Graphic Designer shall serve under the Publicity Chair, and responsibilities shall include managing all components of the TMC website and creating digital/print materials for club purposes, at the request of the Publicity Chair, the Board of Directors, and of Committee Chairs. The Webmaster/Graphic Designer shall attend Board meeting if requested.

Additional functions include:

EVENTS:
Create online event listing for all The Monday Club and The Monday Clubhouse Conservancy fundraising events, if requested. Manage event listings, emails and registrants. Design accompanying event info page. Assist with online auctions. Provide digital and print media for Publicity Chair and Event Chair use.

FUNDRAISING & ECOMMERCE:
Create print and digital media for Event Chairs, as requested.
Manage, or assist with managing, online stores including TMC website store and Zazzle.

WEBSITE:
Create and update all web pages on themondayclubslo.org as needed, or requested by Board/Committees. Assist with membership profiles, invoices, contacts.

CLUB NEWS & COMMUNICATION:
If requested by Publicity Chair, assist with the monthly newsletter and eblasts.

PUBLICITY TO MEDIA SOURCES AND SOCIAL MEDIA:
Provide Publicity Chair with digital and print media needed for use on social media, events postings, and press releases.

GRAPHIC DESIGNER TASKS:
Create and edit art for website, events, committees, media and marketing. Arrange printing of TMC and TMCC materials as requested by the Board.

Skills required:

- Website content management skills
- Graphic design skills
- Ecommerce management