

Communications Chair

1. Serves on the Board of Directors of the Guild.
2. Is responsible for internal communications of the Guild, through the newsletter, Bravo.
 - Determines newsletter dates (3-4 issues per year).
 - Schedules the deadlines for articles from Board members and mailing of the newsletter.
 - Edits, formats, and proofs the newsletter from submissions and sends electronically to all RMG members with email addresses.
 - Mails a printed version to members requesting such.
 - Distributes to other media as appropriate.
 - Use of MailChimp for distribution (emailing) of the Newsletter and other materials as required.
3. Provides advice and assistance as needed to others with their flyers and brochures.
4. In cooperation with the Treasurer and Membership Chair, prints labels for various mailings.
5. Is responsible for maintaining and updating the Bulk Mail Guidelines.
6. Monitors the RMG Communications email account,
communications@rochestermusicguild.org.