

ELECTED POSITION: COORDINATOR OF COMMUNICATIONS

DESCRIPTION: This position is elected by a majority of ballots cast by WLA membership, as declared by the Election Committee. Election is in even-numbered years and the period of office is two years. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA Annual Conference. Incumbent is a voting member of WLA Board.

RESPONSIBILITIES:	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED	ACTION REQUIRED:	TIMELINES:
Directs and oversees official communication efforts of the WLA.	President Board Publications Council Public Relations Committee Annual Conference Committee Association Coordinator	Encourages coordination throughout WLA to achieve highly effective print, electronic and other formal communications. Chairs the WLA Publications Council Supports Annual Conference Committee concerning communications, providing advice as needed.	Throughout term of office Throughout term As needed
Oversees WLA association publications	Board Publications Council Association Coordinator Interest Groups Public Relations Committee Legislative Planning Committee	Maintains up-to-date position descriptions for publication editors and committee charges for publication-oriented committees and the Publications Council. Coordinates with <i>Alki</i> and <i>Link</i> editors and WLA webmaster; provides input to Association President for evaluation of these positions. Maintains WLA publication guidelines and ensures that they are followed; provides information and support to all committees and interest groups disseminating publications. Facilitates and supports publication advisory committees. Serves on Public Relations/membership Committee	As needed Annually Throughout term of office Throughout term of office Throughout term of office
Facilitates budget development for publications and communications		Coordinates with IGs and others to establish communications plans and costs for WLA publications/ communications Monitors budget compliance for communications and publications activities.	Prior to fall meeting of WLA Budget Committee Throughout term of office