

## Dubuque Women's Leadership Network

Position                    **Co-Director – Communications**

Term                        Two (2) Years

Tenure                     Can serve up to three (3) consecutive terms

Updated                  September 2024

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
3. The Communications Director oversees the website, emails, and social media accounts for WLN. This person(s) can decide to take on all of these areas or find a committee member to assist.
4. The Communications Director is responsible for the group's social media presence to include the website, LinkedIn, and search engine optimization. The Communication Director updates all areas on the WLN website on a monthly basis. The WLN Directory is also updated on the website at least annually.
5. Other responsibilities include creating and sending press releases, Board announcements, creating necessary marketing materials (i.e. postcards, letterhead, envelopes, other advertisements, trade show materials, etc).
6. She emails monthly luncheon and event reminders the week before the luncheon event, emphasizing the RSVP date.
7. She participates in/keeps abreast of marketing sub-committees for Women of Achievement and the Women's Leadership Conference.
8. At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will make sure that all information is uploaded into the google drive. She will be available to answer questions during a transition period (up to 3 months).

2024 - 2023            Lauren Minert + Margaret O'Reilly

2022- 2020            Lauren Meinert + Jessica Schneider

2020 -2019            Christina Moore

2018 - 2017            Christina Moore

\*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year

2017-2015            Kathy Klauer

2015-2013            Kathy Kaluer

2013-2012            Lisa Bowers

2012-2010            Nicole Gantz

2010-2008            Nicole Gantz

2008-2007            Pam Brookens

2007-2005            Pam Brookens / Cheryl Kohl