

MARKETING AND COMMUNICATIONS COMMITTEE JOB DESCRIPTION

Purpose: To assist in communicating with the MSSA membership and the Monteagle and Grundy County communities.

Interactions: General Manager, President, persons submitting information to *Mountain Voices*

Responsibilities:

1. Provide advice regarding internal and external communications.
2. Be responsible for the off-season publications of *Mountain Voices*, September to May.
3. Provide and assist with crisis communications.
4. Help edit the Program/Platform booklet.
5. Consider ways to improve and increase communications among the various communities on the mountain.
6. Help write and issue press releases.
7. Work with the General Manager and President to market the Assembly within 501(c)(3) non-profit restrictions.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.