

## **LVWGA GUIDELINES: COMMUNICATIONS REPRESENTATIVE**

### **By-Laws:**

The Communications Representative shall be in charge of contacting members when requested to do so by the President or Executive Board. Additionally, information regarding weekly play days, weekly play day results, and/or information regarding outside tournament information may be forwarded directly to the membership by the Communications Representative. All other communication from Board members or Representatives must have the approval from the President (or the Vice-President in her absence) prior to being sent out by the Communications Representative. The Communications Representative shall be responsible for sending cards or notes to members in case of illness. In case of a death of a member or spouse, a \$25.00 contribution shall be made in their name to a charitable organization of the family's choice.

### **Responsibilities:**

1. The Communications Representative shall keep an up-to-date email listing of all active members of the LVWGA. The LVWGA Treasurer will send updates regarding the membership list as dues are paid or changes made so that the Communications Representative's lists are current.
2. The Communications Representative will maintain 3 separate e-mail group listings (e.g., Board members, Membership [regular and social members], and short-term members) so communications can be sent to the appropriate and intended group.
3. The Communications Representative will send timely e-mails to members as requested by authorized members of the LVWGA. Authorized members include all Executive Board members as the information pertains to LVWGA business. Information regarding weekly play days and results (Play Day Chairwoman/assistant), and/or information regarding outside tournament information may be forwarded directly to the membership by the Communications Representative. If a communication is time sensitive (e.g., playdays sign up or cancellation), the person requesting the communication should send it out to members directly. All other communication from Board members or Representatives must have the approval from the President (or the Vice-President in her absence) and state the distribution group prior to being sent out by the Communications Representative. If unsure whether the information pertains to LVWGA business, the Communications Representative will confer with the President for approval to send out.
4. The Communications Representative will send greeting cards to LVWGA members who are ill, have lost a family member, or have other personal issues where a greeting card is appropriate. All other request will be approved by Board. Any costs associated with the purchase of cards/postage will be reimbursed by the Treasurer (with appropriate receipts).

5. The Communications Representative shall attend all General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend the meeting, the Communications Representative will inform the President prior to the meeting.

6. Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

**Rev. December 2021**