VICE PRESIDENT FOR COMMUNICATIONS

Revised 2018

# Bylaws Article VII–Officers

 **Section 1. F.** The Vice President for Communications shall be responsible for oversight of the website and all electronic and print communications, and shall chair the Communications Committee.

A member of the Executive Committee

1. Form a committee to help in updating and disseminating information.
2. Manage and update the website
3. Print communications (several to the membership will occur each calendar year plus audition/competition and conference information to those members w/o computers or email)
4. Send email communications to the Executive Committee, Board, and general membership, and other committees as necessary and appropriate to assist with the proper functioning of the organization.
5. Originate and communicate specific procedures with deadlines for updating website to Executive Committee members.
6. Email deadline reminders to the appropriate OMTA officer or chair at least two weeks prior to any upcoming deadline.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.