

MEN'S GOLF CLUB OF LINCOLN HILLS
POSITION DESCRIPTION
COMMUNICATIONS CHAIRMAN

The Communications Chairman is a member of the Board of Directors. This position is responsible for gathering articles and publishing the monthly Linksletter and writing articles for the SCLH Compass and the Sun Senior News.

Specific Position Duties:

1. The person in this position writes article and sends them to the Compass and Sun Senior News newspaper. Neither the Compass or the Sun Senior News want the same exact article word for word appearing in their monthly issue. For instance, move tournament information to the top of one article and to the bottom of the other and change some wording. The Compass limits articles to 125 words, but the Sun Senior News has no limit.

Articles and photos can be of recent past winners of a tournament, holes in one, announcing future tournaments or anything of recent interest about the Men's Club. The articles need to be sent in several weeks before to the Compass and Sun Senior News to be published in a future edition. Sun Senior News likes articles by the 15th of the month and the Compass will send a reminder email with a hyperlink.

2. For the Linksletter, the Communications Chairman clears the last months articles, changes month and dates on the heading. He sends an email to the Board Members requesting articles and updates by the 10th of that month. Then he copies and pastes the articles in the Linksletter and sends a preview copy back to the Board for any corrections by the 13th of each month. If no changes are needed, the final Linksletter is sent out to the entire membership around the 15th of each month. Using a unified font and letter size can give the Linksletter a more professional look.