Communications Coordinator

1. **Responsible for general communication among MITESOL members**
   1.1 Set policies for MITESOL’s organs of communication (newsletter, web site, e-mail list, outside public relations)
   1.2 Coordinate the orderly and efficient flow of information among these various organs
   1.3 Chair Communications Group (newsletter staff, web site staff, e-mail list-keeper) and hold at least one meeting annually
   1.4 Report relevant board actions to the Communications Group
   1.5 Report concerns of Communications Group to the Board
   1.6 Keep abreast of technological developments in communication; provide leadership in determining the most appropriate vehicles of communication

2. **Responsible for the MITESOL Newsletter**
   2.2 Oversee the publication of the newsletter
   2.3 Facilitate flow of information between the Board and newsletter staff

3. **Responsible for the MITESOL web site**
   3.1 Oversee the web site
   3.2 Facilitate flow of information between the Board and web site staff

4. **Responsible for the MITESOL e-mail list**
   4.1 Oversee the e-mail list
   4.2 Facilitate flow of information between the Board and e-mail List-keeper

5. **Responsible for public relations**
   5.1 Publicize MITESOL’s professional activities