



Michigan Teachers of English
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • www.mitesol.org

Position Description

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

*Updated: June 7, 2008
MITESOL Executive Board*