

Duties and Responsibilities of Southern Maryland Emmaus Communications/Directory Chair

- Responsible for reviewing/overseeing articles that are submitted for the newsletter.
- Drafts and sends emails to community via the PPOCs
- Coordinates with webmaster to upload, revise and maintain website information
- Oversees process to create, maintain, update the community directory.
- Provides a hard copy of the directory to the Community Historian at the end of each calendar year.
- Coordinates with directory lead to receive final pilgrim and team lists from each weekend to add information to the directory.
- Oversees process of directory lead getting information and reports to Team Selection Committee, Weekend Lay Directors and Board as needed
- Plans and coordinates exhibit/booth/display for Southern Maryland Emmaus at Annual Conference.
- Prepares articles/notices inviting pilgrim applications for placement in publications such as Baltimore- Washington Conference Newsletter.
- Reports problems, issues to Board Chair promptly for resolution.

Approved October 2008