



## Communications Director

First, thank you for volunteering to be the Communications Director. You are the voice of the Vernon Baseball and represent all of your coaches, players, and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is an outline of the duties of the Communications Director. If you have questions that have not been answered here, please seek support from the Vice President.

### Role

The Communication Director's primary responsibility is to keep Vernon Baseball's website current with the most up to date information and to e-mail our members of events in a timely manner. In addition, the Communications Director must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Communication Director must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand Vernon baseball policies, Code of Conduct and the rules that apply to each division. Gather the info that needs to be updated on the website and/or e-mailed to the respective groups.

**General Duties:** The Communications Director must maintain all aspects of the website and communicate effectively with our Web Management provider keeping our website up to date and informative. You are responsible for the flow of information between the association and the coaches, players, umpires, media and parents.

The Communication Director is responsible for setting up mass e-mails and updating Vernon Baseball's website calendars. The communication and association calendars have been set up with Google and need to have the events adjusted throughout the season. All communications are to be composed & proofed by the director's are then sent to Communications Director.

**Summary:** This job title comes with are large work load over a short period of time. Planning ahead and utilizing the executive is your top priority. Being a good communicator and having the ability to work with others is an asset. The Communication Director has the full support of the Executive. Our Website is our most important asset. It allows all of the families involved with Vernon Baseball to be informed and kept up to date. Be creative, Vernon Baseball is always looking for ways to improve.