Volunteer Job Title: FLS Representative to NYLA Communications Committee

Term of Office: Appointed by Section President for a renewable one-year term. Start and end dates coincide with the NYLA Annual Conference.

Election Cycle: This position is not an elected office.

Position Overview and Impact: This standing committee of the Association is responsible to develop communications standards for the Association’s social media platforms, its website, and other materials (e.g., digital newsletters) and those of the Association’s units (i.e., Sections, Roundtables, Committees). Currently, the Committee is reviewing its page on the NYLA webpage and creating a plan and developing resources for best practices to share with the Association’s members.

Charge to NYLA Communications Committee: The Communications Committee serves to increase communication and ensure the accuracy of all distributed information and to provide for continuity across units. The Communications Committee is also responsible for the development of, and referral to Council, of policies governing unit communications standards. [Approved by NYLA Council 11/13/19]

Key Responsibilities:

1. Attends and participates in all meetings of the NYLA Communications Committee.

2. Prepares for Committee discussions through reviewing Association’s communications, providing personal opinion and insights, and researching agenda topics presented by the members and/or Chair.

3. Presents a brief written report on the committee’s current activities for each FLS Executive Board meeting to be included in the electronic meeting archives. *Section Representatives to NYLA Committees are encouraged to attend FLS Executive Board meetings, but attendance is not required.*

4. May choose to volunteer for task forces or subcommittees of the NYLA Communications Committee

5. Offers periodic reports to the Section membership as necessary via the Section newsletter, Section listserv, or other communication vehicles available (e.g., NYLA’s News You Can Use, The NYLA Voice)

Qualifications:
Some experience with communications and marketing protocols.

Volunteer’s Primary Contacts: FLS President and Chair, NYLA Communications Committee
Training and Support Provided:
The FLS President and FLS Second Vice President (Chair, FLS Communications Committee) will mentor this volunteer.

Collaborators:
1. FLS President
2. Chair, NYLA Communications Committee
3. FLS Second Vice President (Chair of FLS Communications Committee). Second Vice President also currently volunteers as FLS Newsletter Editor and Section Web Editor
4. NYLA Communications and Marketing Manager

Time Commitment:
Varies. Participation includes monthly meetings held by conference call or GoToMeeting (approx. one hour in duration). 2-3 hours per month. Work is primarily accomplished online. Communications are via e-mail.

Length of Commitment:
One year appointment. Appointment is renewable.

Benefits of Volunteering:
Developing contacts statewide to support Friends of Libraries at the state level.

Contact Person: Lisa C. Wemett, lisawemett@frontiernet.net. (315) 986-3949

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Non-substantive revisions 9/2/2020

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file: communications comm rep job description