Communications Director (Newsletter Editor)

1. Term of office two years, elected by the CISGNA membership. No restrictions on the number of terms served.

2. As needed serve as a resource person to the Committee Chairpersons, Volunteers and members.

3. Serve as the Chairperson for the *Communication Committee*

4. Begin making plans and set goals for the following year:

* Select Committee Chairpersons, adhering to guidelines in the CISGNA Bylaws regarding eligibility.
* Committee members should be selected.

5. Design, distribute CISGNA newsletter, Scope Scoop to the membership.

6. Distribute Regional information to the membership. (Upcoming Regional educational events)

7. Maintain an archive of past CISGNA newsletters.

8. Submit written reports to the CISGNA Executive Board and others as follows:

* A written report of goals for the year, within one month of the CISGNA Fall business meeting.
* A report summarizing progress and activities to the Executive Board one month prior to the CISGNA Spring Business meeting.
* Year-end report summarizing progress and activities to the Executive Board one month prior to the CISGNA Fall business meeting.
* Agenda items for the spring and fall business meetings to be submitted to the President on month prior to the meetings.
* Reports as requested for the Newsletter, Scope Scoop.
* Other reports as requested.

9. Submit names of potential, future CISGNA leaders to the Executive Board.

10. Annually attend a minimum of 2-3 Executive Board Meetings and the CISGNA Spring and Fall business meetings. Should an emergency prevent attendance at an Executive Board meeting the President should be notified.

Benefits:

1. Yearly SGNA membership dues paid.

2. Yearly Education Allowance of $500