

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

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<b><u>Title:</u></b>	Vice President, Communications	PDE No.: 25
		Revision: 1
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

**General Responsibilities:**

The Vice President, Communications is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and directing internal and external communications of the Guild including newsletter publishing, website content, public relations activities and advertising activities of the Guild.

**Authorization:**

The Vice President, Communications is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors (the "Board") and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Vice President, Communications may appoint such assistants as may be necessary to assist with the duties of the Vice President, Communications. Appointees shall include a Newsletter Editor, a Website Manager and a Community Relations Manager. Additional appointees may be named at the discretion of the Vice President, Communications. All appointees serve at the pleasure of the Vice President, Communications.

**Specific Duties and Responsibilities:**

The Vice President, Communications responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the communication activities of the Guild as to achieve the following.

- Insure that subordinates satisfactorily perform assigned responsibilities.
- Perform all duties incidental to the office of Vice President, Communications and such other duties assigned by the President or the Board of Directors.