

DAQAA Communications & Marketing Chair

Duties & Responsibilities

Monthly

- Update our WordPress website
- Create meeting events in Eventbrite
- Send monthly event invites via MailChimp to our mailing list
- Share event information and other posts via Social Media (Facebook, LinkedIn, Twitter, and our Google Group)
- Share event photos
- Monitor website traffic and social media statistics
- Attend the monthly membership meeting (optional)
- Attend the monthly board meeting

Annually

- Attend the annual meeting

As Required

- Suggest topics for future meetings