

Communications Essential Duties

- Monitor emails to communications@pdxgeu.org
- Create and manage a committee to handle communications tasks
- Create and maintain a yearly calendar of required communications and emails to eboard and membership
 - Training opportunities
 - Elections
 - Updates from the Board
 - Events and organizing opportunities
- Monitor the GEU master calendar for important dates, deadlines, and events
- Compile newsletters using information provided by board and send out regular newsletters at a board agreed frequency
- Send out quarterly communications regarding GMMs and general updates
- Manage social media
- Update website

Duties As Described In Bylaws:

Section 13.5 - Vice President for Communications

The duties of the Vice President for Communications are as follows:

13.5(a) Serve as chair of the Communications Committee

13.5(b) Lead coordination of GEU internal and external outreach efforts, to facilitate timely and coherent communications to members

13.5(c) Manage and approve (and delegate approval of) official external communications (e.g. press releases, media statements, official reactions/statements) to ensure that they are consistent with GEU messaging and comply with GEU communication policies/priorities, except in the case of urgent communications and bargaining updates from the President or VP of Collective Bargaining.

13.5(c) Serve as the “voice” of GEU, acting as official spokesperson and being the main contact for official communications