**Position Description: Communications Co-ordinator**

**Reports to:**

President NLN.ON

**Primary Functions:**

To ensure develop and dissemination of key NLN communications to all NLN members and develop and ensure methods to evaluate these communications and communication processes.

**Qualifications:**

* Region representative to Regional 10 and 11 and member of NLN Board

**Responsibilities:**

* To collect and\or prepare content for the NLN newsletter (see Newsletter policy) which is sent to members (at least 3 times per year in Winter, Spring and Fall).
  + provide at least one month notice to Board members for submissions for updates on activities such as nominations, elections and projects to be placed in NLN newsletter
  + collect and collate newsletter contents and provide additional content such as news items, weblinks to current resources of interest to NLN members.
  + review any requests for advertisements submitted for newsletter and consult with President prior to placement
  + submit prepared final content to NLN president for final review
  + submits final copy to NLN Webmaster for placement into established NLN newsletter format
  + work with NLN Webmaster to ensure dissemination of the NLN newsletter to members.
* To receive and review any materials submitted by Board for placement on NLN website and ensure that these are submitted to NLN webmaster and ensure these items are posted in a timely manner
* To conduct regular evaluations (stakeholder and NLN board) of communications and communicate to Board and members including website.
* To identify, review and propose (as necessary) new and innovative modalities for communicating with members. Cost benefit and analysis to be included in recommending potential modalities to Board.
* To participate in ongoing review of Webmaster services and contract and in potential selection or replacement of Webmaster
* To regularly review the content on the NLN website to ensure current and accurate materials are posted at all times.
* Prepare a communications report for each NLN board meeting, Annual meeting and as requested by President.