

Communications Coordinator Policies & Procedures

Term of office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Communications Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Be responsible for planning, implementing and effectively managing AWA's website content and social media strategy across all forms of electronic communication.
- Be responsible for keeping website content current including all upcoming program/activity/event listings. May work with other Board members regarding content placed on the website.
- Collect input, arrange content and distribute digital newsletters and any special email announcements as requested by the President. The President may wish to review digital newsletters and announcements prior to publication. Set copy deadlines as necessary.
- Work with membership Coordinator to ensure member emails are functional.
- Act as an Admin for the AWA WhatsApp News, WhatsApp Chat, IG and FB accounts. Develop optimal posting schedule for social media platforms.
- Maintain and update the Media Planning Guidelines for the Board member handbooks.
- Oversee and/or create "flyers" for activities/programs/special events consistent with the Media Planning Guidelines.
- Keep the AWA Center Bulletin Board up to date.

- Ensure that international schools and international organizations as well as Upper Crust and the US Embassy receive notification of our major programs and events. Keep the contacts for these groups current in the communications@awjakarta.org or beaware@awajakarta.org email account.
- Ensure that the domain registration for www.awajakarta.org is renewed as necessary.
- Ensure that the web hosting of the AWA website is renewed as necessary.
- Be responsible for periodically updating AWA's information on the website www.expat.or.id.
- All copyright laws should be respected and permissions obtained as necessary.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.