

13 August 2015

HHLT Job Description - Communication/Publicity

- **Attend all Board and General Membership meetings**
- **Compile, edit and distribute monthly newsletter**
- **Write monthly article for the HH Horn**
- **Maintain up-to-date email list of members**
- **Email special notices as needed**
- **Periodically review and update other communication sites (Save the Date, Fill Your Calendar)**
- **Coordinate with website manager**