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**POLICIES AND PROCEDURES**

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**Communications Chairperson              Policy No. 4**

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**POLICY**

The principal duties of the Communications Chairperson are to oversee that information disseminated through social media, website, blog, *Certified Quilt Judges Newsletter*, or other printed material is consistent with the NACQJ’s message. The Communications Chairperson must be a NQA/NACQJ certified quilt judge.

**PROCEDURES**

The Communications Chairperson shall:

1. Serve as a non-voting member of the Board of Directors and consult with the Board in all matters regarding communications to members and the public.

2. Oversee that correct and timely information is available on the NACQJ website. And that the website has user friendly navigation so persons visiting said website can easily find the information they need. Tasks associated with keeping the website maintained may be assigned to a willing Certified Judge.

3. With assistance from the Certified Judge Coordinator, enlist a certified judge(s) to serve as editor(s) of the *Certified Quilt Judges Newsletter* when an opening arises.

4. Evaluate all print and digital material before distribution so that it presents a unified representation of the organization.

5. Supervise official NACQJ news feeds that are presented through social media outlets. Enlist a certified judge(s) who are willing to upload information.

6. With assistance from the Certified Judge Coordinator, enlist a certified judge(s) to serve as writer(s) of the blog, “The Quilt Judge’s Eye” when an opening arises.