

# *Nobleton & King City* GARDEN CLUB

## COMMUNICATIONS COORDINATOR

- Be a Member of the Board.
- Attend Board meetings (4 or 5 per year)
- Oversee information from our Society that needs to be sent to newspapers that is obtained from the Speaker Information Chart from Program Coordinator; Garden Making Magazine, Trillium, Mozaik, and others that might seem fitting.
- **Be Aware of deadlines** for advertising.
- Keep in contact with the Board Members to ensure timely advertising.
- Keep on file Newspaper clippings and other clippings to see where we advertise.
- Pre monthly speaker's blurb in King Sentinel or post meeting blurb information from Speaker Information Chart given to Communications Coordinator from Program Coordinator.
- Maintain Facebook and Instagram pages. Update on a regular basis. Post and promote events from the Speaker Information Chart from Program Coordinator.

Contact Speakers for photos for promotion on Facebook using Information Chart.

Reach out to any inquiries with regards to the Garden Club.

Provide our information to the King City Moms & Nobleton Community Facebook pages

Liaison with both the Membership Secretary & Program Coordinator to make sure we are reaching out to maximum number of people.

Important events that require information passed along:

- Our monthly speakers
- Plant Sale Victoria Day Weekend
- Garden Tour
- OHA Garden Ontario Week Events

This is a starter position that can be expanded to your abilities.

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