

MEMBER-AT-LARGE - ELECTRONIC COMMUNICATIONS – Database and Website Support

Overview: The Electronic Communications Member attends the Board Meetings, which usually occurs on the second Wednesday of the month, with full voting rights and is included in reaching a quorum for the Board.

General Duties:

- Maintains the League website calendar using a log-in to calendar@portludlowart.org and posts to the monthly “Art Desk” link.
- Uploads BOD meeting minutes PDF file from the Secretary to MailChimp database in support of the Minutes link in “Art Desk.”
- Updates the MailChimp Membership Directory whenever new or modified membership PDF files are provided by the Assistant Secretary.