



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JOB DESCRIPTION

Title: Perspectus Chair
Member: Communications Council

Goal: The goal of the Perspectus team is to publish the JLB monthly newsletter 10 times a year. This involves gathering the articles, layout and design and the bulk mailing of 500 pieces. The job of laying out an issue is not easily shared because it is all done on computer. The bulk mailing really needs the entire committee to help. This is a very high profile position and allows you to have contact with many members. It gives you insight into what is happening in our League.

Duties:

- Attend Communication Council meetings
- Set deadlines at beginning of year
- Notify all chairs and Patty of Perspectus deadlines
- Send reminder e-mails or call all Board members and other chairs indicating upcoming deadline
- Gather articles and photos through e-mail, mailbox at headquarters, mailed articles. Contact chairs for missing information (for example, you need at least one Sustainer article.)
- Get Board briefs from Communications VP
- Layout/design of newsletter (this takes a minimum of 16 hours)
- Obtain sign-off of the newsletter from Communications Vice President
- Drop off Perspectus at the printer

Time Involvement:

- Attend monthly general meeting
- Attend the monthly Communications Council meeting
- Layout/design of newsletter (this takes a minimum of 16 hours)
- Reminder e-mails and gathering articles approximately 4 hours per month

Experience:

This is a perfect position for a member who has strong communication, writing and organizational skills, ability to meet tight deadlines, e-mail proficiency, some computer experience (publishing software can be learned quickly), at home computer is helpful. A computer at headquarters may be used if necessary.