

UCR Director of Communications Role Description

The area of UCR activities defined as “Communications” includes:

- Provinz
- Web site
- Broadcast emails
- Social Media

The workload relating to these activities is spread among a number of people responsible to the Director of Communications, currently:

Communications Team:

Provinz Editor	Emily Atkins
Provinz Managing Editor	Garth Stiebel
Provinz Layout Artist	Doug Switzer
Technical Editor	George O’Neill
Photo Editor	Eshel Zweig
Club Photographer	Michael A Coates
Business Manager	
Advertising Support	
Advertising Sales	Clive Van Wert
Webmaster	Richard Shepard

The Director of Communications is responsible to the UCR board as follows:

1. Be the champion of the Communications Team, overseeing its activities and representing it at board level.
2. Develop and maintain a succession plan for each team member. Ensure the continuity of the Communications Team and its members’ ability to fulfill the designated roles.
3. Follow the board’s direction and requirements for UCR Communications. Develop strategies for board approval and be responsible for their implementation.
4. Develop an annual budget for Provinz and other Communications activities. Ensure adherence to the formula for maintaining Provinz at break-even or better on a month to month basis.

Mike Bryan
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