

## **Charges for the Communications Director, 2025-2026**

1. Shall be responsible for all professional publications for NADE.
2. Shall edit and publish at least four issues of the Advocate during the year.
3. Shall determine, as soon as possible after the annual national conference, the deadline dates for conference article submissions not later than 30 days after the conference ends.
4. Shall be free to solicit articles from SSA, NCDDD, advocacy groups and other allied organizations.
5. Shall coordinate the newsletter contest and be responsible for presenting awards to the winners. Shall publish the names and photographs (as available) of the winners.
6. Shall coordinate the annual photo contest and be responsible for presenting awards to the winners. Shall publish the names and photographs (as available) of the winners.
7. Shall make photo contest winner pictures available for viewing at the annual National conference.
8. Shall coordinate with NADE's web contractor regarding the placement of the Advocate on the NADE website.
9. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
10. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
11. Shall mentor their successor in this role.
12. Shall send copies of all correspondence to the NADE President and President-elect.

13. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.