



Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 350

Policy Name: Information Secretary Policy

PURPOSE

This policy describes the ICSEW information secretary position. This policy is intended to provide information, general guidance and expectations of the information secretary.

SCOPE

This policy applies to the information secretary and the ICSEW general membership.

POLICY

- The information secretary acts as the public information officer for ICSEW.
- The information secretary assists the ICSEW in cataloging and storing of past information in conjunction with gathering and distributing new information.
- The primary duties of the information secretary include uploading documents to SharePoint, preparing and updating website and social media postings, responding to media inquiries, preparing and coordinating governor proclamations, and official correspondence.
- The information secretary will assist ICSEW subcommittees with various Committee needs including invitations and letters to send to agency directors and supervisors.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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