

SWNI Executive Committee

Feb 15, 2017

Motion Regarding Communication Specialist Position

Background: The SWNI Communication Specialist has requested to work 20 hours per week and focus on IT and eliminate the newspaper responsibilities. A complete list of pending and ongoing IT tasks was shared with the executive director, personnel committee, and executive committee members. The current Communication Specialist job description was reviewed and possible options discussed. After discussion, the following motion was unanimously supported:

Motion: Rename the current Communication Specialist position to Senior Communication Specialist at 20 hours per week. Create a temporary part-time position called Communication Assistant at 40 hours /month tasked with creating monthly SWNI newspaper on a trial basis until June 30, 2017. Give executive director hiring authority for the communication specialist temporary part-time position. See draft revised job descriptions attached.