

Director of Communications & PR

Leadership Attributes

| <i>Management</i> | <i>Leadership Skills</i> |
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| <ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic Plan • Educate committee chairs with processes, procedures, and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director | <ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution |

Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (Oral and Written), Motivator

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events, and committee meetings
- Act as coach, advisor, and counselor to assigned committees
- Identify, recruit, and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Coordinate details of chapter publications to membership
- Website updates
- Promote chapter website to members
- Develop and maintain operation and implemental of chapter website to ensure timely updates that keep site fresh and informative
- Communicate with the media, MPI members, and the general public to educate and inform them of MPI and local chapter activities

- Develop and enforce editorial calendar for all publications and solicit submissions
- Coordinate submitting chapter activities to local business calendars (i.e. chambers, business journal, etc.)
- Oversee photography of all chapter events, and subsequent publication on social media sites and submission to local and industry specific publications
- Coordinate event re-caps following each event, and subsequent publication on MPMPI website
- Facilitate production, writing, proofreading, and design of chapter printed materials
- Liaise with Directors to ensure promotion of chapter activities
- Provide open channel of communications between committees to facilitate flow of information to newsletter editor

Reports To: Vice President of Communications & Marketing

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions