

PUB - Director of Publications and Community Outreach**Category: Communications**

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Communications

Eligibility:

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- Member in good standing
 - Willing to give the time, energy, talents and enthusiasm required of the position
 - Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

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- Serve as voting member of Board of Directors
 - Attend monthly board meetings, chapter events and committee meetings
 - Report on the strategies, successes and challenges of assigned committees to Board of Directors
 - Act as coach, advisor and counselor to assigned committees
 - Support and defend policies and programs adopted by the Board of Directors
 - Submit agenda items for Board of Directors meetings in advance of meetings
 - Responsible for the following budget line items:
 1. **AGENDA**
 2. **ADVERTISING (indirectly)**
 3. **SERVICES/ADVERTISING (indirectly)**
 - Identify, recruit and train Committee Chair for assigned committees (i.e. Agenda Editor)
 - Ensure the fiscal responsibility of the committee(s) to which position is assigned.
 - Conduct transition meeting with successor
 - Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities***Publications**

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- Coordinate all details of publishing and distributing bi-monthly magazine and any other chapter publications to membership
 - Facilitate production, writing, proofreading and design of chapter printed materials to ensure professional appearance and consistent 'look' of the association brand
 - Liaise with Directors to ensure promotion of chapter activities
 - Provide an open channel of communications between committees to facilitate flow of information to newsletter editor(s)
 - Perform annual review of publications to ensure efficiency as chapter communications tools.

Community Outreach

- Establish and maintain a community service program(s) in which the chapter supports Board-approved charities as a means of giving back to its community
- Plan and facilitate chapter's community service program, ensuring the active involvement of chapter members
- Ensure promotion of community outreach efforts

Advertising

- Work with Chapter Administrator to support and address situations as needed

Time Commitment:

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- Regular attendance at monthly meetings and Board meetings
 - Attendance at two Board retreats (2 days each)
 - Attendance at all official chapter activities and functions
 - Potential attendance at Chapter Business Summit, as directed by President
 - Committee activities (8 hr/mo)