**Vice President of Communications**

Helps design a strategic communications plan for the chapter.  Insures that the business plan's objectives set forth by the Board of Directors are met for Communications Team overall.  In addition to the Director of Communications and Public Relations, the committees that fall under Communications are: Corporate Social Responsibility/Community Outreach, Public Relations, Publications, Social Media, and Website.

Reports to the President

*Time Commitment: (10 hours/ month)*

* Regular attendance at monthly meetings and Board meetings
* Attendance at Two Board retreats
* Attendance at all official chapter activities and functions
* Potential attendance at Chapter Leadership Conference, as directed by President
* Committee activities

*Specific Responsibilities:*

* Manage the following budget line items:
  + Website, Newsletter, Directory
* Communicate strategic issues relating to communications/technology to Board of Directors
* Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
* Prepare a monthly Team Status Report