

6.1.1 VP of Communications

Role: VP of Communications

Role Description: The VP of Communications is a voting member of the Board of Directors who directs and coordinates internal and external communication functions including publishing and distributing the chapter newsletter and maintaining the chapter website.

Role Commitment: 2-year term, plus board member orientation prior to term

Responsibilities:

- Directs and coordinates internal and external communications.
- Serves as the liaison with Proteon in maintaining the chapter's website, including determination of upgrades and scheduled maintenance.
- Publishes and distributes Chapter newsletter.
- Oversees and maintains the Chapter website and manages the Chapter LinkedIn, Twitter, and other social media accounts.
- Coordinates with VP of Professional Development to set up online registration for all Chapter events as planned in a timely manner.
- Supports email administration for Chapter Board Members and Committee members as needed.
- Supports the Nominating Committee by setting up the appropriate email access for use during election cycle.
- Publishes Chapter election information as provided by the Nominating Committee.
- Provides budget input, income and expense, for areas of responsibility to the VP of Financial Affairs.
- Prepares and submits invoice for vendor payment of advertiser(s) in the newsletter or other media.
- Prepares and submits reports related to Communication activities at times and occasions specified by the President.
- Oversees and selects Communications Committee members, including Newsletter Editor and publication submissions. Enables the volunteers to serve in a useful capacity to the chapter.
- Maintains and delivers all permanent records and performs succession and transition plan to position successor.
- Supports and attends board meetings, strategic planning meeting, chapter annual meeting and all possible events as a visible member of the Board.
- Replies to board member emails within 3 business days for decisions required between Board meetings.
- Builds positive and productive relationships with members and volunteers.
- Updates policy and procedure documentation as needed.

Reward Opportunities:

- Earn PDUs per PMI Guidelines
- Leadership Training
- Access to Leadership Institute
- Resume Reference
- Networking