

COMMUNICATIONS

Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Communications Chair supports communication functions of the board. This includes, but is not limited to, the following: Organizing and coordinating materials for the monthly e-newsletter, developing collateral materials as requested by the Board, maintaining website and social media information and distributing media information as needed.

Responsibilities:

- Attend board of directors meetings and participate in chapter activities.
- Recruit committee members and meet with them on a regular basis.
- Keep accurate records of activities and responsibilities for future chairs.
- Work with the chapter administrator, responsible for the coordination of the chapter newsletter on a monthly basis.
- Send calendar of events to media contacts publicizing chapter events.
- Coordinate maintenance of website information.
- Develop collateral materials as requested by the board of directors.
- Working with the membership committee, develop/update a chapter directory.
- Be an AFP member in good standing
- Transfer, upon resignation, all records to successor;

The Communications Committee shall:

- Seek activities of the Chapter on which to communicate
- Review and revise the structure of the e-newsletter as appropriate
- Prepare and distribute media alerts and releases on Chapter activities and/or news
- Review the communication plans of comparable Chapters for new ideas and partnership opportunities

Other Resources Available from AFP Global

[Resources for Chapter Communications/Public Relations Chairs](#)