



Chapter Committees

Position:	Director of Communications
Approved By:	APIC – Philadelphia and Delaware Valley Board of Directors
Approval Date:	May 3, 2024
Term:	2 year; elected by the chapter
Pre-requisite:	1 year committee participation
Voting Member:	Yes

1. General Description:

- a. Oversee and regularly update the Chapter website.
- b. If applicable, oversee Communication Committee and hold regular meetings
- c. Work closely with the Membership Committee to enhance communication between chapter members.
- d. Regularly update and post information on meetings, events, committee activities, etc.
- e. If applicable, oversee any external communication through social media platform(s).
- f. Ensure the website is adhering to all guidelines set forth by APIC (e.g. use of APIC logos, preventing use of copyrighted material and photograph, etc.)
- g. Engage and collaborate with chapter members on webpage usability, content, and areas for improvement
- h. Attend APIC Chapter Website Training meetings
- i. Collaborate with other APIC Chapter Webmasters