**Communications Chairperson**

Job Description

1. A communications committee shall be composed of the communcations chair, SNANC secretary and other members as needed. (By-Laws)
2. The Communications Chair will publish a SNANC newsletter that will be sent out to the membership at least twice a year . The newsletter will include a collection of reports from standing committee chairpersons for information that members need to know including meeting times and places. (By-Laws)
3. The Chair is to provide public relations for the organization through regular emails to all current SNANC members.
4. The Chair will provide other duties as may be assigned by the president. (By-Laws)
5. The Chair will attend all Executive Board meetings and provide a report to the Board.
6. The Chair will maintain a data base of e-mail addresses, provided by the membership chair.
7. The Chair will submit the newsletter to the Web Chair for placement on the SNANC website.

Revised 5/2014