

Vice President for Communications

The Vice President for Communications is an appointed position by the Chapter President. He/she is the primary person responsible for ensuring the Chapter members are informed of all events, meetings, and activities. This VP is encouraged to appoint an assistant if needed to ensure coverage of all Chapter activities.

Responsibilities include:

- Publicize all chapter activities (meetings, events, programs, etc)
 - Work with the Vice President for Plans & Programs to ensure upcoming events are covered and publicized
- Take pictures at all chapter events (or arrange for pictures to be taken)
- Responsible for the chapter website; make sure it is current and accurate
 - Work with webmaster for updates, licensing renewals, etc
 - Prepare electronic news/information and post to the website
 - Maintain the website Calendar of Events; keep current
 - Work with the President, Executive Vice President, and VP for Plans & Programs for event currency
- Publish the chapter newsletter quarterly
 - Publish NLT the 15th of the month following each quarter
 - Collect and edit articles, graphics, and arrange accordingly for production
 - Distribute the newsletter by electronic and hardcopy mailing
 - Emphasize electronic dissemination
 - Work with printer to print and mail hardcopy versions
 - maintain historical file/record of all newsletters
 - Communicate with other State AFA Chapters to share articles and ideas; share copies of each newsletter with each State chapter
- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job