



CHAIRPERSON OF COMMUNICATIONS COMMITTEE

The Chairperson shall be responsible for the publication of the HEF quarterly newsletter and communication on behalf of the chapter.

Term of Office: Two Years (commencing on January 1st and continuing for a period of two years or until replaced by the board)

Qualifications:

- Must be a current ACHE affiliate in good standing
- Must maintain an active address in the HEF area of responsibility
- Must demonstrate dedication to the HEF and its mission
- Must possess good communication, leadership, and organization skills

Responsibilities:

- Serves as the Chair of the Communications Committee
- Arranges and leads all meetings of the Communications Committee
- Leads efforts for all communications to Chapter members (e.g., notification of upcoming events, changes in bylaws, new officers, newsletters)
- Creates, maintains, and uses the Chapter email broadcast notification system to inform all Chapter members of important Chapter news and events
- Publishes, maintains, and modernizes the quarterly Chapter newsletter
- Publishes, maintains, and modernizes the Chapter website
- Manages the Chapter's social media presence
- Creates new event templates, as necessary, in the Chapter EventBrite System

Attendance Responsibilities:

- Attend all Chapter meetings
- Miss no more than two (2) Board meetings annually