



**Communications Committee Chair
Job Description
7.6.14**

Term

- **Two Years**
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Communications Chair will take office at the Annual Chapter Meeting in December.

Description of Role

Communications Chair is responsible for sending out e-alerts to membership in a timely and consistent manner. Managing social media communication on Facebook, Twitter and LinkedIn. Keeping logins and passwords current for all communications platforms in google drive administrative folder.

Desired Attributes

Excellent Communication Skills, Accessible, Organized, Diplomatic, Flexible, Ability to delegate, Detail-oriented, Patient, Able to work independently and as a team and Commitment to follow-through.

Responsibilities

- Maintain membership in IATA and AATA
- Attend and actively participate in all Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Collect information to include in e-alert (e.g. job openings, workshop announcements, chapter news, etc.) and send e-alert out every two weeks to membership
- Manage social media communication on Facebook, Twitter and LinkedIn. Post photos of events, announcements and art therapy news
- Keep BOD informed through direct report to the Board Committee & Community Liaison as well as through attendance at board and chapter meetings, and written reports.
- Form a committee and lead committee meetings
- Take on additional responsibilities as requested by President.

Approximate Time Commitment Per Week: 1-2 hours. More hours required during peak periods of Chapter activity, such as week prior and following Chapter or Executive Board Meetings.