**V.P. of Communications**

Perform all duties of V.P. of Communications as outlined in the by-laws. Responsible for the publication, distribution, and credibility of information to the membership in an accurate and timely manner, updating and maintaining the chapter website, and presenting a monthly update of activities for monthly Board meetings via the Score Card.

# Roles & Responsibilities

* Disseminate a communication piece to members at least once per quarter that includes chapter and ATD programs and initiatives ~ **CARE**
* Highlight Power Membership in chapter email communications ~ **CAREA**
* Create Power Member messages to post on social media ~ **CAREA**
* Display Power Member testimonials in newsletter ~ **CAREA**
* Mentor and assist Director of Social Media and Director of Chapter Relations. Complete social media and chapter relations duties if needed.
* Plan and organize distribution of chapter publicity including press releases, social media, advertising and promotional materials
* Maintain communication with local ATD members through updates on the Website and Social Media
* Recruit and train future V.P. of Communications
* Represent the chapter professionally and ethically in all business functions and organizational activities
* Attend and participate in monthly board and chapter meetings
* Participate in other chapter events, committee meetings, and regional conferences as available

# Weekly Tasks

* Write and distribute event communications utilizing Wild Apricot.
* Write and distribute additional communications (such as Member Week, Special Communication blasts, etc.)
* Follow up with other Board Members as needed
* Upload new documents to Google Drive as needed
* Work with Director of Social Media and VP Membership to ensure that new members are invited to the ATD Greater Las Vegas LinkedIn Group and highlighted in additional communications

# Monthly Tasks

* Attend and present an update at monthly Board Meeting via Score Card
* Update website content of upcoming events including bio and picture of presenter and summary of presentation at least 3 months in advance
* Create and send monthly meeting Event emails
* Update website by hiding/disabling current event immediately after event
* Post event photos to website and social media sites by the following Monday
* Talk about Power Membership at each Board meeting ~ **CAREA Quarterly Tasks**
* Provide Power Member section in newsletter ~ **CAREA**

# Annual Tasks

* Conduct annual chapter survey to assess its chapter members’ needs and satisfaction levels ~ **CARE**
* Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ **CAREA**
* Complete a risk management assessment and operational plan with all Board Members ~ **CARE**
* Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**