



COMMUNICATIONS Job Description

The Communications Chair for the Oklahoma Chapter of AFP will be expected to fulfill the following duties:

- Attend board of directors meetings and participate in chapter activities.
- Recruit committee members and meet with them on a regular basis.
- Keep accurate records of activities and responsibilities for future chairs.
- Work with the chapter staff person, responsible for the coordination of the chapter newsletter on a monthly basis.
- Send calendar of events to media contacts publicizing chapter events.
- Coordinate maintenance of website information.
- Develop collateral materials as requested by the board of directors.
- Working with the membership committee, develop/update a chapter directory.
- Be an AFP member in good standing
- Transfer, upon resignation, all records to successor;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.

The Communications Committee shall:

- Seek activities of the Chapter on which to communicate
- Review and revise the structure of the e-newsletter as appropriate
- Prepare and distribute media alerts and releases on Chapter activities and/or news
- Review the communication plans of comparable Chapters for new ideas and partnership opportunities