

**Position Title:       Communications Chair**

**Purpose**

**AMTA Chapter Committees are established to conduct ongoing work for the chapter.**

The Chapter Communications Chair works with Board Member 2 to support updates to the website and copy for notices to the membership in various medias and platforms as directed by the Chapter Board and in accordance with National AMTA Policy.

**Eligibility**

- *Must be a Professional Member in good standing.*
- *Must sign the appropriate AMTA Volunteer Code of Conduct.*

**Authority**

The Chapter Communications Chair is given authority through appointment by the chapter president and approval by the Chapter Board.

**Accountability**

The Chapter Communications Chair is accountable to the Chapter Board of Directors and the membership through reporting activities.

**Term of Office**

The Chapter Communications Chair term is one year. Chapter Board reviews all committee chair positions on an annual basis after Chapter Board elections are complete. The chapter president may choose to reappoint the incumbent or appoint a replacement with board approval through board vote.

**Relationships**

The Chapter Communications Chair must work closely with Chapter Board members and appointees, and National AMTA staff where appropriate. The Chapter Communication Chair also communicates with chapter members as appropriate.

**Responsibilities**

1. Support activities within the chapter at the direction of the Chapter Board
2. Understands and complies with National AMTA Bylaws and Policy
3. Attends chapter meetings and Chapter Board meetings, as needed/directed by the chapter president.
4. Accepts responsibilities delegated by the chapter President and Board Member 2.
5. Completes and submits reports to the Chapter Board as requested.
6. Develop budget for committee and submit to Chapter Board for approval and inclusion in chapter budget
7. Respond to Association communications on a regular and timely basis via phone, e- mail, or other appropriate means as it pertains to their volunteer position.

8. Identifies committee members and requests approval from chapter president
9. Prepares and presents items to the Chapter Board
10. Ensures committee activities are completed
11. Ensures deadlines are met
12. Ensures that activities are completed within budget
13. Assigns work to committee members
14. Collaborate with other Chapter Committee Chairs as appropriate.
15. Is available to receive direct feedback from members for input.
16. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the chapter with those records to ensure a smooth transition.
17. Communicates schedules and details to the Board Member 2 so that appropriate messaging can go on the web site, eblasts, and social media posts.
18. Author eblasts as needed.
19. Identify, cultivate, and recruit future Chapter leaders.
20. Must perform duties as described in the Chapter Orientation and Procedures and Policy Manuals.

**Time Commitment**

The time commitment is approximately 6 hours per month. Time commitment may be considerably greater for short durations depending on chapter activities / events.

**Vacancy**

In the event of a vacancy, the chapter president shall appoint, and the Chapter Board shall approve a new Communications Chair

**Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.