

Job Description: COMMUNICATIONS COMMITTEE CHAIR

Original Adoption/Approval: UNKNOWN

Revised: 11-1-2018

Reports to: Board of Directors

Term: 3-year term, with no more than two consecutive terms. Term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later.

Elected/Appointed: Appointed by the Board of Directors

Specific Responsibilities:

1. Represent the Academy through professional communications
2. Identify prospective members to serve on the Committee consistent with established policies and procedures
3. Extend call to leadership and membership for articles of note reflecting important activities related to areas of practice
4. Work with the Communications Committee to review Academy publications (e-newsletters, website, banners/posters, etc.) and proof information to assure accuracy and no conflicts of interest before publication
5. Identify opportunities for expanding the Academy's brand and distribution by getting publications in the hands of partner groups with like-minded practitioners and/or interests
6. Review and approve all publications of the Academy
7. Submit a written report to the President at least ten calendar days prior to the annual meeting for presentation at the annual meeting
8. Actively participate in the Academy's strategic planning process

Meetings to Attend:

- Combined Sections Meeting
- Section Business Meeting at CSM