

SECTION III - APPENDIX F; F.9

VICE PRESIDENT OF COMMUNICATIONS

Reports To: President and Board

Prerequisites: Must have served as a City Center Director, or as a committee chair at the City Center level.

Job Description: The Vice President of Communications shall be primarily responsible for internal communication of the Chapter to its members regarding social activities and special events of the Chapter and news effecting the interior design industry, through official publications of the chapter, including newsletter and/or website and printed publications for the Chapter. The Vice President of Communications shall oversee committees whose responsibilities are to promote communications (newsletter, website, calendar, media PR).The Vice President of Communications will coordinate their efforts with the Vice President of Membership, Vice President of Public Relations and the City Center Directors. They shall also perform such other duties that may be assigned to them from time to time by the President and the Board of Directors.

Committees: Website (serve)

Responsibilities:

1. Oversees the publication of the Chapter e-blast to ensure that communication about activities, events, and important information relating to the City Centers as well as other areas of interest to the Chapter members is in accordance with chapter protocol and graphic standards.
2. Coordinate efforts with the VP of Membership, VP of Public Relations and VP of City Centers.
3. Oversee graphics standards for all publications.
4. Establish marketing materials for all publications.