Director of Communications & PR

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tr>
<td>• Create objectives to support the chapter’s Business and Strategic Plan</td>
<td>• Facilitation</td>
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<td>• Educate committee chairs with processes, procedures, and tools to achieve committee objectives</td>
<td>• Collaboration</td>
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<td>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</td>
<td>• Delegation</td>
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<td>• Target incoming director from committees who report to you</td>
<td>• Mentoring</td>
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<td>• Transition with incoming Director</td>
<td>• Coaching</td>
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<td>• Teaching</td>
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<td>• Financial</td>
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<td>• Conflict/Resolution</td>
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<td>• Execution</td>
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Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

• Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (Oral and Written), Motivator

Eligibility:

• Member in good standing
• Willing to give the time, energy, talents, and enthusiasm required of the position

General Responsibilities:

• Serve as voting member of Board of Directors
• Attend monthly board meetings, Chapter events, and committee meetings
• Act as coach, advisor, and counselor to assigned committees
• Identify, recruit, and train committee chair for assigned committees
• Ensure the fiscal responsibility of the committee(s) to which position is assigned
• Support and defend policies and programs adopted by the Board of Directors
• Conduct transition meeting with successor
• Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

• Coordinate details of chapter publications to membership
• Website updates
• Promote chapter website to members
• Develop and maintain operation and implemental of chapter website to ensure timely updates that keep site fresh and informative
• Communicate with the media, MPI members, and the general public to educate and inform them of MPI and local chapter activities
- Develop and enforce editorial calendar for all publications and solicit submissions
- Coordinate submitting chapter activities to local business calendars (i.e. chambers, business journal, etc.)
- Oversee photography of all chapter events, and subsequent publication on social media sites and submission to local and industry specific publications
- Coordinate event re-caps following each event, and subsequent publication on MPMPI website
- Facilitate production, writing, proofreading, and design of chapter printed materials
- Liaise with Directors to ensure promotion of chapter activities
- Provide open channel of communications between committees to facilitate flow of information to newsletter editor

Reports To: Vice President of Communications & Marketing

Commitment:
- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions