

Content Chair

Review of role, responsibilities and leadership attributes:

- Scheduling, writing, and editing of content for the chapter

Reports to: VP Communications

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 1-2 hours/week

Specific Responsibilities:

TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	TIME FRAME	RESOURCES
Pull report of e-blast open rates & website visits for inclusion in the TSR	Chair	Global, Board, Committee Members	Monthly, on the 1 st day of month	OrgSupport can provide training
Schedule “Editorial Calendar” for at least 2 months in advance	Chair	VP Comm	Monthly	Global, Board, VP Comm, Writer
Interview Members to generate interesting articles for e-blast, website, and social	Writer	Members, Social Chair & Volunteer	Continual, suggest at least every 2 weeks	Submissions from website form
Proofread e-blast prior to sending out and check for spelling, grammatical errors and general appearance	Proofreader	Write, OrgSupport Admin	24 hours prior to distribution	OrgSupport Admin