

Board of Director Functions ASTD/Rock Valley Chapter

MEDIA RELATIONSHIPS

PURPOSE:	To Distribute Chapter News to Media Resources.
REPORTS TO:	Chapter President
INTERACTS WITH:	President, Programs
TERM:	One Year - August 1 to August 1
SUPERVISES:	Support managers and committee chairs as required by the position

RESPONSIBILITIES:

1. Distribute monthly meeting and event information by fax or email to selected media outlets.
2. Assist in marketing special events.
3. Maintain contact lists of media outlets.

QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Access to email and fax functions to distribute information.
3. Ability to positively represent the Chapter to prospective and present members.
4. Access to an email account that can be used for Chapter discussions and distribution of updates.