



AZ ASSE

Executive Board – Position Description

Newsletter / Web Committee / Chairperson

- 1) Service
 - a) Term is for one year, July 1 to June 30
 - b) Multiple terms are allowed
 - c) Chair may establish committee
 - d) Position is appointed by President
- 2) Purpose.
 - a) Ensure timely and effective dissemination of information to chapter members.
- 3) Goals.
 - a) Maintain a Chapter website.
 - b) Publish, either hard-copy or electronically, and distribute the chapter newsletter to all chapter members on a regular basis, including:
 - i) Meeting announcements published at least 7 calendar days before a meeting.
 - ii) List of Chapter activities.
 - iii) List of membership campaigns, awards and honors, long range plans, government affairs activities, external affairs and bylaws.
 - iv) Society news such as Society awards and honors, PDC, educational seminars, etc.
 - v) Results of membership surveys.
 - vi) Hyperlink Chapter website to the Society website, ASSE's Member Only area and NextSteps.
 - vii) Include graphics and pictures in newsletters.

- viii) Include membership profiles and membership surveys in newsletters.
- ix) Include Section(s) and/or Special Interest Group information on Chapter website.
- x) Include Section(s) information on Chapter website.
- xi) Publish newsletters.
- xii) Recognize members in newsletter, web site, and/or chapter functions
- c) Send copies of the chapter newsletter to the AD, RVP and ASSE HQ
- d) Coordinate on a regular basis with Chapter Sections and Chairpersons to obtain accurate and timely information on activities and announcements for newsletter/website.