



Vice President (VP) of Communications

Position: VP of Communications	Expected Duration: 2 year term
Reporting to: PMICAC Board	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 07/21/2020

Position Overview: This position is responsible for the chapter website and all chapter communication. Chapter communication includes emails and chapter social media accounts.

Essential Job Functions: This includes, but is not limited to, updating announcements and events on the website, maintaining the Board email accounts, publishing weekly chapter news updates and coordinating any volunteers as applicable to perform these activities.

The VP of Communications is also responsible for attending meetings and creating service tickets with our web hosting provider.

Other job functions as determined by the VP of Communications and/or PMICAC Board. This position description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.

Expected Time Requirements:

Responsibility	Monthly Time Commitment
Maintain Chapter website	12 hours
Oversee social media postings	2 hours
Publish chapter newsflash and notices	4-5 hours
Maintain Board email accounts	As needed
Train Communications Committee volunteers	As needed
Prepare and maintain Communications budget	2 hours
Attend Board and Chapter meetings	2 hours