

**Communications Lead**  
**Job Description**



<b>Purpose:</b>	Enhance the visibility and credibility of the Chapter with members and the community.
<b>Term of Service:</b>	One Year (April 1 – March 31)
<b>Status:</b>	Extended Board Member
<b>Board Responsibilities:</b>	<p>Submit monthly activity report with any action items and supporting materials via e-mail to President and Chapter Manager when requested.</p> <p>Work with President and Board to fulfill requirements for Presidents’ Award of Excellence.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend Annual Board Retreat.</p> <p>Participate actively in New Member Mentoring Program.</p> <p>Participate actively as a Business Partner “buddy”.</p> <p>Attend the annual Board Retreat.</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Find your replacement!</p>
<b>Responsibilities of the Position and Committee you oversee:</b>	<p>Works with fellow Executive, Extended Board Members and Chapter Management to insure accuracy on the psala.org calendar.</p> <p>Assists Section Leads with survey distribution after each Chapter Meetup. Uploads survey result into National’s website.</p> <p>Works with local news media to get exposure for Chapter, including press releases on new Officers, annual Law Firm Leaders Dinner, etc. Monitors and contributes to the Chapter’s Twitter, Facebook (including PSALA Live!) and LinkedIn pages/accounts.</p> <p>Contract and coordinate photographer hired for Chapter events. Uploads Chapter Meetup photos on to National’s website in addition to Soundings Blog.</p>
<b>Service Benefit:</b>	<p>Complimentary admission to two signature Chapter events each year. Select from:</p> <ul style="list-style-type: none"> <li>* Annual Diversity and Inclusion Presentation OR</li> <li>* Passing of the Gavel Chapter Meeting AND</li> <li>* Summer Social OR</li> <li>* Holiday Social</li> </ul>
<b>Committee Responsibilities:</b>	<p>Member      Education Committee</p> <p>                  Law Firm Leaders Dinner Committee</p> <p>                  Summer Social Committee</p> <p>                  Holiday Party Committee</p>