DUTIES AND RESPONSIBILITIES OF THE PUBLICATIONS CHAIR

ArSHA By-Laws
Article V Section 3 Duties:

“J. The Publications Chair shall:

i. Be responsible for preparing and distributing all publications of the Association to the membership.

ii. Represent the membership of this Association at the deliberations of the Executive Board as Second Councilor at Large.

iii. Serve on the Budget Committee.

iii. Perform such other duties as may be assigned to him/her by actions of the Association or the Executive Board.

v. Attend Executive Board meetings.

Article V Section 4 Terms of Office:

A. Terms shall commence on the first of July following the election of the officer.

D. The Publications Chair shall be elected to a two year term of office.”

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE PUBLICATIONS CO-CHAIR MAY BE CALLED UPON TO MANAGE:

• Edit submissions for newsletter for content and clarity
• Take photos during convention and other functions
• Work with ArSHA Webmaster to post article submissions, job postings, photos, convention information and other web related material
• Other duties as necessary

Approximate commitment of time, hours/week: 1-2 hrs/week.