

DIRECTOR of PUBLIC RELATIONS

Specific Duties:

Serve as manager for the Newsletter, the Publicity, Facebook, and Photographer as follows:

Publicity, Business cards, Flyers, Signs, Brochures designed by committee.

Distribute flyers for annual Workshop and Seminar and other as needed.

Ads in local papers and write articles for the Newsletter.

E-Blasts sent to members and text for slides at meetings.

For New members- send Newsletter and other materials.

Photographers - to be arranged.

Proficiency Required: Proficient in using email, a word processing program, and the ability to transfer documents to pdf format. The ability to use a publishing program may also be helpful. Can lead small groups to accomplish tasks such as publicizing SAGS capabilities to other organizations, publish the Past Tracks (the organization's newsletter), and take and edit photographs for the organization.

Specific Duties: found in the Public Relations Binder which the Director should maintain monthly. Per By Laws: Position for 2 years expires in odd numbered years. Attend monthly Board of Director meetings and submit activity report of previous month to Secretary before meeting.

March 25, 2023