

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Public Relations

Purpose: Serves as a liaison to the WESTOP Service Council Public Relations Committee and chapter. Identifies public relations opportunities and events to promote TRiO and other equity programs in the community and among the chapter membership.

Key Responsibilities:

1. Assist chairpersons with promoting all chapter events including PDS, SLC, TRiO Day of Service, and others.
2. Responsible for designing the WESTOP conference program one page advertisement.
3. Manage all aspects of the SoCal chapter Photo World. Responsible for soliciting pictures from the membership in order to highlight their programs.
4. Responsible for assisting the chapter put together picture power points for events.
5. Prepare a video of the TRiO Day of Service and present it at a chapter meeting.
6. Prepare a written report one week prior to the scheduled chapter meetings and submit them to the President.
7. Participate in WESTOP and Chapter committees as needed.
8. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
9. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President.

Term Length: 2 years

Time commitment: The time commitment is approximately 2-4 hours per month.

Reports to: President-Elect