# Publicity Chair Standing Committee Position

**Summary**

The Publicity Chairman plans, implements, and oversees any media strategies, and publicity activities as directed by the Board.

# Position Requirements

* Medium level computer skill
* Comfortable with serving as a Club Representative or Spokesman in a publicity role.
* Develop and manage all Publicity for the Club

# General Responsibilities

Develop and execute, as needed and with Board approval, strategies and publicity to increase public awareness of ANC and its activities.

Assist in growing the Club’s presence through Social Media activities.

Solicit volunteers to write restaurant reviews for the “Food Corner” section of the “Welcome Mat.”

Order ANC business cards, as needed.

# Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC’s fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next Board prepares to take office.