## **BOARD MEMBER RESPONSIBILITIES**

**VICE PRESIDENT - MARKETING & COMMUNICATIONS**

**VICE PRESIDENT - MARKETING & COMMUNICATIONS shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify president if unable to attend.
2. Collaborate with VP - Programs, VP – Membership, special interest group, committee chairs, and website administrator to post information to SFV-CAMFT social media sites (e.g, Facebook, Twitter, Instagram, LinkedIn) and send e-blasts (e.g., Constant Contact) regarding meetings and other announcements.
3. Take photos and/or create videos at events and upload to social media and maintain regular social media postings, which may include SFV-CAMFT updates, special programs, or information of general interest.
4. Create a committee and/or employ volunteers as needed to support with social media posts, taking pictures day of event, and any other tasks related to creating products to help promote the chapter.
5. Oversee newsletter and eblast advertising publication by communicating and working with the advertising chair, and newsletter editor.
6. Manage a master internal calendar on Google Drive with all details including date, time, location, topic, sponsor, speaker information, and marketing dates for all chapter events and other activities.
7. Manage the Constant Contact library and email lists (download/input from Wild Apricot members and contacts to appropriate list in Constant Contact). Request the non-chapter member list from state CAMFT for marketing of special events.
8. Manage and oversee the Facebook private group for members, and approve new chapter members for group.
9. Provide CAMFT information on chapter events for promotion to all CAMFT members.
10. Manage master marketing report on Google Drive and present a report on chapter marketing and communications at board meetings.
11. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.
12. Maintain and transition complete records to the incoming VP - Marketing & Communications by utilizing email folders, and placing copies of chapter documents (e.g., copies of emails from Constant Contact) in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| **Print Name** |  | **Signature** |  | **Date** |