



Washington School Public Relations

Officer Job Description – Vice President, Marketing and Communications

WSPRA By-Laws:

Vice president, marketing/communication shall promote WSPRA among the greater educational community, keep written records of chapter and executive committee meetings, assist in handling chapter correspondence, keep a record of chapter activities. This officer shall be registered as Chapter secretary for legal purposes.

Position Detail:

- Record and distribute minutes of all meetings to board members/officers.
- Recruit new members.
- Produce, as needed, publicity brochure with membership form.

Timeline related to projects:

ONGOING

- Take and distribute minutes of all meetings for approval by Board.
- Work to establish relationship/partnership with sponsors.

JULY

- Decide if a printed membership brochure is needed. If so, start design.
- If printed directory is goal, start design.

AUGUST

- Design and print new membership brochure.
- (*Ongoing) Distribute to possible new members, or as requested.

SEPTEMBER

- Complete design of member directory, if hard copy is decision. .

OCTOBER

- If hard copy of directory is decision, distribute at first WSPRA workshop.
- Take photos of those members who are not pictured on the Web site.