

ArSHA Publications Co-chairs

DUTIES AND RESPONSIBILITIES OF THE PUBLICATIONS CHAIR

ArSHA By-Laws

Article V Section 3 Duties:

“J. The Publications Chair shall:

- i. Be responsible for preparing and distributing all publications of the Association to the membership.
- ii. Represent the membership of this Association at the deliberations of the Executive Board as Second Councilor at Large.
- iii. Serve on the Budget Committee.
- iii. Perform such other duties as may be assigned to him/her by actions of the Association or the Executive Board.
- v. Attend Executive Board meetings.

Article V Section 4 Terms of Office:

- A. Terms shall commence on the first of July following the election of the officer.
- D. The Publications Chair shall be elected to a two year term of office.”

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE PUBLICATIONS CO-CHAIR MAY BE CALLED UPON TO MANAGE:

- Edit submissions for newsletter for content and clarity
- Take photos during convention and other functions
- Work with ArSHA Webmaster to post article submissions, job postings, photos, convention information and other web related material
- Other duties as necessary

Approximate commitment of time, hours/week: 1-2 hrs/week.