

# HESNI

## *PR/Communication Chair*

**PURPOSE/OBJECTIVE:** To establish effective methods communication to the HESNI chapter. The PR/Communication chair is responsible for maintaining communication with the HESNI board and chapter membership regarding chapter meetings, events and programs.

**LENGTH OF TERM:**

Two (2) Years

**NUMBER OF TERMS (ODD/EVEN):**

Even Year Election

**HESNI BOARD DUTIES & RESPONSIBILITIES:**

- Attend and participate at HESNI Board meetings and events
- Inform the board of the organization's PR/Communication status
- Member in good standing with HESNI (required)
- Member in good standing with ASHE (recommended)
- Act in a manner demonstrating ethical behavior

**COMMITTEE DUTIES & RESPONSIBILITIES:**

- Preparation of scheduled communications, (chapter meeting and event notices, registration forms, etc.), ongoing and ad hoc communications, (member news, support of other committee activities, participation opportunities as Networking events, Scholarship applications, web site development, direct mail to membership, etc.), and emergency communications such as Advocacy flash notices for member response.
- This committee should also coordinate communications with the healthcare media and affiliated industry organizations including ASHE and its professional focus groups, CHEF, Metropolitan Chicago Healthcare Council, etc.
- This position manages the PR/Communication Committee
- Other duties may be added or changed as voted upon by the Board of Directors

**OTHER:**

Skills required:

- Dependability
- Organizations Skills
- Commitment and genuine interest in the organization