



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Communications Committee Chair**

#### **Responsibilities:**

The Communications Committee Chair is responsible for maintaining a unified voice within the chapter through various communication media. This involves coordinating, and releasing communication to current and potential chapter members.

#### **Term:**

Two years.

#### **Job Duties:**

The Communications Committee Chair is responsible for maintaining and updating information on the Chapter website and social media pages, and assisting board members with communications to support their job duties as needed. Duties include:

- Plan, coordinate and release communication including, but not limited to, engagement, local and national policy changes, best practices, research, programming, events, conferences, surveys, and professional development opportunities
- Communicate upcoming activities, nominations and awards
- Inform members on how to obtain procurement related certifications
- Maintain/develop measurements on communication effectiveness
- Communicate the annual conference
- Update the website
- Update social media weekly
- Develop engagement materials