



Position: External Communications Chair

Term: One year

Time Commitment: 3-5 hrs./month

Tasks:

Board Meetings: Monthly

- Attend monthly teleconference meetings and share good ideas to strengthen our chapter.
- Attend monthly chapter meetings.

eBlast Messages: Monthly (or as noted)

- At the beginning of the program year, provide Board Members with eBlast deadlines for the entire year.
- On the last Monday of each month, distribute an eBlast submission reminder to all Board Members.
- At the end of each month, Board Members will submit their eBlast information. Organize/revise info as needed.
- Before the Bookbanter meeting, distribute the eBlast to everyone on the email list in the BCC field.
- Forward any Undeliverable email address notifications to Membership Chair.
- Provide timely responses to eBlast inquiries.

General Duties: As Needed

- Distribute MNISPI print information at other professional association events (e.g., PACT, ASTD, DLF, etc.).
- Post monthly chapter meeting information on the ASTD calendar of events.

Transition: Spring/Summer

- Identify and approach potential candidates who could serve as External Communications Chair.
- Train and provide support to new board members.

Recently held by:

- Sue Mehrkens