

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Publicity

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours per Month: 1-3

Last Updated: 4/2010

Description of Committee Function – please be specific:

- Attend all Board meetings.
- Inform public of general membership meetings and in general of our activities.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Send monthly announcements to area newspapers, TV, and radio stations indicating the meeting dates, times, speakers and workshops for the month.