

I. Welcome & Introductions

II. Roles and Responsibilities

- Shall oversee all communication activity for the Chapter.
- The Vice President of Communication shall abide by the ISES Principles of Professional Conduct and Ethics and abide by the ISES Bylaws

Responsibilities include:

1. Use ISES Chapter Logo on all Chapter Communications, reference the Logo Usage Policy for guidelines.
2. Follow ISES Branding Message by using Tool Kit provided to chapter.
3. Sent out ISES media releases
 - a. Announce the new Board and include photos
 - b. News releases for upcoming events, awards, and ISES meetings
 - c. Generate positive publicity for ISES
4. Generate a template and format for meeting notices once content is received from the Vice President of Education/Programs.
5. Send out meeting notices
6. Generate the newsletter/blog/ etc.
7. Responsible for the Chapter Website
8. Responsible for any broadcast Emails that need to be sent out
9. Prepares promotional materials for programs and mailing to membership in a timely fashion
10. Submits information regarding meetings for press releases
11. Communicates with other ISES Chapters for ideas regarding chapter communication.
12. Create a Calendar of Communication to the Chapter—all Chapter Communications should be maintained by the VP of Communications
13. Work with VP of Membership to promote and market the two Membership Drives – December & May

III. Best practices

- Creating and online presence for your chapter

IV. Questions?