**AHPA Board of Directors Position Description**

**Communications Chair**

**Description:**  The AHPA Communications Chair is responsible for both internal and external communications (electronic and print).

**Term:** 2 year term

**Tasks:**

* Two weeks prior to Newsbrief release, email AHPA Board Members requesting items of interest for inclusion in the Newsbrief
* Solicit news/updates from across the country (regional representatives) including upcoming courses/educational events, recognition awards, and recent research articles
* Create the monthly Newsbrief for distribution to the membership
* Liaise with web master to assist with posting the Newsbrief to the website and sending to membership
* Coordinate social media presence via twitter etc.
* Ensure personal profiles of AHPA Board members are updated