

Public Relations Coordinator

(General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Responsible for overseeing a team of members that will immerse social media (FB, Twitter, etc.), churches (by using church liaisons), and radio/television/newspapers (by using their free events pages)
- Will work with Volunteer Coordinator to find volunteers in churches statewide to be liaisons to get information to the local level
- Will see that convention packets are sent out to support group leaders
- Will see that convention packets are sent out to church liaisons
- Will provide announcement information to radio stations and newspapers
- Will coordinate radio interviews (prefer interviews with invited speakers)
- Will put or have others put convention postcards/posters around the local ABQ area (ABQ, Belen, Los Lunas, Bernalillo, Edgewood, Moriarty, etc.) and around the state, as able
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.