

## Newsletter Chair

Revised 01/08/2014

Length of Service: 1 year

Elected/Appointed: Appointed

Voting/Non-Voting: Voting

Member of the Following Committees: Board of Directors

The Newsletter Chair is responsible for maintaining the SVAND's visibility within the community as well as communication between members through: the publication of upcoming events and news; provision of updates on the workings of the SVAND board; spotlight of member achievements and contributions in promoting the field of dietetics and dietitians throughout southwest Virginia."

### Duties:

- Attends BOD Meetings, at least quarterly, in person or by conference if necessary. If unable to attend the Newsletter Editor will appoint another member to attend on his/her behalf.
- Attend Member Meetings as often as possible.
- Collect articles from all other board members/membership for inclusion in the online newsletter to be published quarterly.
- Email newsletters quarterly to all current SVAND members
- Email quarterly newsletter to Secretary of VAND
- Provide website liaison with electronic newsletter for inclusion
- Provide electronic archive of each newsletter to Secretary prior to completing term
- Recruit and Retain Members
- Recruitment of new members and retention of current members as a duty of all board members.