

## DIRECTOR OF PUBLIC RELATIONS/CHAPTER COORDINATOR

- The Director of Public Relations will work closely with the Director of Membership and Director of Communications to promote the East Tennessee Chapter to area professionals
- Maintain newspaper announcements and work with the Director of Education to obtain speaker and topics for meetings to be disclosed in ads
- Will accept reservations and notify the Vice-President of the number of attendees in advance of each meeting
- Has responsibility for obtaining Door Prizes and Speaker Gifts for Meetings
- Has one vote in all elections and Chapter Business
- Welcome attendees prior to meetings