

IMPORTANT: All Executive Board Titles are year long positions. If you are unable or willing to commit to this position please inform Cindy Fox or someone on the Executive Board. This means, if you are planning to graduate in the Fall you will not be able to apply. All new appointed Executive positions should be voted on at the end of the Spring semester to prepare for the following Fall semester of the new school year.

VP of Communications Responsibilities and Duties:

- Responsible for sending messages in GroupMe and through weekly emails (via MailerLite) to all chapter members for scheduled meetings and events/activities
 - Update any other communication platforms that may be implemented in the future
- Responsible for setting up the links and log in information for meetings/activities (if necessary)
- Responsible for outreaching to and maintaining communication with potential and confirmed speakers for the Annual Speed Networking Event (Spring Semester)
 - Outreach should begin in the fall semester and communication will expectantly increase closer to the event
- Forward all old/new business notes received from the Secretary to all members who missed a Chapter Meeting
- Update all login passwords before forwarding out the information to those who are appointed to the position
- Ensure all passwords and login information is kept secure, organized, and filed safely
- Send emails to the Belk College Marketing Career Counselor for the Belk College of Business newsletter in regards to informing students about meetings and events
- Responsible for forwarding any and all important information recieved pertaining to the UNC Charlotte AMA Chapter to the President and Vice President
- Responsible for sending thank you emails to our guest speakers
- Respond to all emails pertaining to the UNC Charlotte AMA Chapter in a timely manner
- All communications/emails sent should be professional and with zero grammatical errors
- Proficient with both verbal and written communication
- Exemplify student integrity and assist fellow members in professional and personal growth development.



• Communicate clearly with our sponsor and Faculty Advisor, Cindy Fox about any issues if any were to arise.

An individual in this position can expect to dedicate 4 to 10 hours per week.