



PUBLICITY CHAIRPERSON JOB DESCRIPTION

- I. Provide a monthly announcement of the Society's speaker to newspapers in the area.
 - A. There are many neighborhood and subdivision daily, weekly, and monthly publications that offer additional coverage for meeting details.
 - B. Members should be encouraged to give the Telephone Chairperson names of such local publications.
- II. Develop a schedule of the deadline of each publication, so the announcement is timely placed.
- III. Place advertisements for seminars or other special events in various media, as determined by the Board of Directors.
- IV. E-mail communication exclusively through BAGS e-mail address publicity@txbayareagen.org.
- V. Attend a majority of the board meetings.