JOB DESCRIPTION - COMMUNICATIONS CHAIR

Section 6 The Communications Chair shall:

A. Create and maintain updated spending of the Communication budget. The budget will be prepared in consultation with the Director of Student Activities.

B. Develop agenda for Communication Board meetings.

C. Supervise the activities of the Director of Media Marketing, Director of Brand Marketing, and Director of Recruitment.

D. Facilitate discussion and brainstorming sessions with members of Communication Board about upcoming campaigns.

E. Delegate communication-related tasks to the Communication Board.

F. Work with outside vendors to order supplies.

G. Maintain the A.S. website in coordination with the Webmaster.

H. Coordinate with the Creative Zone (CZ) about maintaining marketing supplies and equipment; work with the CZ to have regular A.S. campaigns and marketing produced in house.

I. Have a good understanding of social media and be able to run and update A.S. Facebook, Twitter, Snapchat and Instagram accounts.

J. Recognize the upkeep and maintenance of computer hardware (i.e. understand when your computer needs a new version of Photoshop and other computer software, etc.). Inform A.S. Activities and Budget Coordinator of any needed repairs and/or upgrades to marketing equipment.

K. Monitor all in-house communication within Associated Students and relay information between the Senate and A.S. Team.

L. Assist with Ole Weekend marketing: order postcards, business cards, and promotional materials to distribute to incoming students.
Bylaws of the Associated Students of the University of San Diego
Approved in Session of the Associated Students Senate, 3 May 2018

JOB DESCRIPTION - COMMUNICATIONS CHAIR

M. Work with University administrators on USD-wide projects, which includes serving on planning committees as needed and providing a student’s perspective.

N. Attend student-sponsored programs for support and feedback.

O. Actively participate in the planning of the A.S. retreat agendas.

P. Foster and promote a campus environment of camaraderie and inclusivity through programs and services.

Q. Attend both Spring and Winter A.S. retreats.

R. Recruit, interview, and appoint A.S. directors with other members of the Executive Board and A.S. advisors.

S. Train and transition newly-elected Communication Chair in the spring semester.

T. Serve as liaison between A.S. and the USD Office of Public Affairs:
   a. Establish and maintain communication between A.S. and the Office of Public Affairs.
   b. Serve as the A.S. representative for a student perspective at meetings called by the Office of Public Affairs.