

Section 6. Chair of the Public Education/Relations Committee

General Responsibilities:

He or she shall:

- ◆ Develop programs to advance the PA profession within North Dakota.
- ◆ Act as liaison between the Board of Directors and the media.
- ◆ Send out public service announcements and/or press releases whenever appropriate.
- ◆ Develop/maintain the NDAPA Scrapbook and Display Board.
- ◆ Promote use of the display board and scrapbook at various functions around the state.
- ◆ Submit notebook for the AAPA Public Education Achievement Award when appropriate.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Coordinate and supervise PA Day activities happening within the state.
- ◆ Make policy recommendations to the Board of Directors, whenever appropriate.
- ◆ Write articles on public education topics or a summary of the committees activities for the NDAPA newsletter, *The Review*.

Committee Responsibilities:

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 2-5 hours a month. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Interest in educating the public about the PA profession*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Delegation Skills*
- ◆ *Leadership Skills*
- ◆ *Administrative Skills*