**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Newsletter Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The Newsletter Chair is responsible for producing a Chapter Newsletter monthly. This will entail gathering information about Chapter activities and Chapter members and collating this into an interesting and informative newsletter to be distributed electronically to all Chapter members and guests.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions.
  + Contribute significant voluntary time and effort to make the Chapter successful.
  + Act as a steward of the Chapter’s finances, committing resources with purpose and judgement.

Some typical information that might be published in the newsletter is:

* Topics and speakers for the upcoming month or two
* Professional development and educational opportunities
* Update on the Annual Symposium
* Announcements of members achieving certification
* Society and regional PDC events and schedules
* Interesting articles submitted by members or discovered by Newsletter Chair
* Employment opportunities associated with the HES profession.
* Society standards updates, resources, and technical information.
* Scholarship opportunities and award recipients

**Procedures:**

Throughout the month, the Newsletter Chair should network and search out relevant information for the newsletter. Once the monthly draft newsletter is ready, it will be provided to Executive Committee members for input and feedback on content to ensure accuracy, consistency, and appropriateness. The final newsletter shall be distributed via emailed to the President, Membership Chair, and Web Chair.

**Resources:**

* Membership reports
* New member announcements
* Chapter and Society websites
* Executive Committee members
* Chapter social media posts
* Chapter hosted events.
* Professional Safety Journal

**Continuous Improvement:**

This document will be updated annually by the Newsletter Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.