

## WAUPACA COUNTY HCE

**Title:** Marketing Chair Job Description

**Purpose:** To promote a better understanding of the Waupaca County Association for Home and Community Education (AHCE) and to publicize benefits and activities of the organization.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Promote current Waupaca County HCE programs and activities throughout the year:
  - a. Write bi-monthly articles for the ACCENT newsletter.
  - b. Cover and arrange media coverage of activities.
  - c. Encourage club participation through news articles.
3. Chair the promotion of WAHCE week.
4. Cooperate with Education and Committee Chairs for media coverage.
5. Encouraged to attend district and WAHCE state workshops for training.
6. Prepare and submit article for UPDATE newsletter.
7. Work closely with the Membership Chair.
8. Prepare and present written report for monthly Executive Board meetings plus for the annual Spring and Fall meetings.
9. Organize, prepare, and assemble for publication and distribution the yearly HCE booklet.

**Qualifications:**

1. Knowledge and understanding of the philosophy of the Waupaca County HCE organization.
2. Writing ability and knowledge of reporting and promoting club activities.
3. Attendance at activities.

**Term:** Three year term (renewable)

**Time Commitment:**

1. Attend all Executive Board, annual Spring and Fall meetings, Encouraged to attend District and State meetings.
2. Attend events and activities of the organization.
3. Write promotional articles of programs, lessons and activities.

Revised 09/2020