

# TRENHOLM ARTISTS GUILD

# JOB DESCRIPTION

Job Title	Public Relations Chairman
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board  
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Public Relations Chairman promotes activities and programs sponsored or provided by the Guild

### Job Functions:

- Promotes TAG and its programs and activities
- Informs appropriate media of upcoming events and activities
- Writes and distributes promotional information
- Maintains an up-to-date list of media contact persons and deadlines
- Maintains a list of procedures/tasks and media

### Requirements:

- Strong commitment.
- Attends Executive Board meetings
- Attends monthly General Meetings

### Skills/abilities needed:

- Organizational skills
- Communication skills

### Bi-Laws:

Article II, Section 2 Board Members and Duties

“The Public Relations Chairman shall be responsible for all publicity of TAG”

Approved by the TAG Executive Board on November 16, 2006