

## **PUBLICITY CHAIR**

The Publicity Chair promotes the Society through timely releases of information to the media, and interested groups. This may sometimes require personal contact with leaders in the community. Reports to the Society President.

### Roles and Activities

Prepares announcements (approved by the Society President) of Society undertakings, conferences, meeting, cultural activities, etc.

Coordinates with the Society's Newsletter Coordinator, Social Media and Website Administrators so that a consistent, timely series of messages are made available to our membership, the community, libraries, genealogical societies, like-kind entities, and national organizations.

Responds to requests from the media, libraries and other interested parties (after consulting with the President) so that a unified message is sent.

Meets with community leaders and like-kind organizations to enhance the Society's image. Seeks cooperative exchange and suitability of cooperative program(s).

Shares brochures and Library Day Passes with like-kind organizations, libraries, State of NH Information Centers, etc. throughout the States of New Hampshire, and border counties in the states of Maine, Massachusetts, and Vermont.

Coordinates with the Education Chair to promote the Society's Community Outreach Program.

Coordinates with the New England Regional Genealogical Consortium to make sure that as a Charter Member, our Society is well represented at NERGC events.

Maintains control of the Society's Banner, and make it available for approved Society events.

Prepares Monthly Activity Reports for the Board of Directors.