

**Southeast District**

**Job Description**

**Title:** Communications Chair/Publications

**Term:** 2 years

**Election year**: Appointed by the District Executive Committee.

**Voting Member of SED Executive Committee:** No

#### Replacement if vacated: To be filled by appointment by the SED Executive BOD for the unexpired term

**General Summary**

Working the 2nd vice chair the communication chair is responsible for communications with all members in the District regarding meetings and CEU topics. Also responsible for communicating with the TPTA regarding the SED website, synergy and any changes in meetings or CEU offerings for the SED District.

**Principle Duties and Responsibilities:**

* Send out biannual flyer with listing of the fall and spring meeting dates and CEU topics
* Coordinate with the 2nd Vice Chairs for scheduling of CEU topics **(see procedures)**
* Communicate with TPTA to keep SED website updated with current events and news as needed **(see procedures)**
* Communicate with publisher of the TPTA synergy with updated current events and news bimonthly **(see procedures)**
* Assist members with information concerning address changes, meeting times and places, CEU offerings, etc.

**Requirement and Skills**

* Active member for one year preceding appointment to position
* Good organizational skills
* Good communication skills

**Additional Responsibilities:**

* Attend monthly SED BOD meetings
* Attend monthly SED meetings
* Attend State BOD meetings as requested by chair

**Procedures**:

Scheduling of CEU topics

* 1. Contact TPTA (Laci Turner) for mailing labels and send to Bush and Associates, printing service (Mailing labels are free to districts.)
		1. Texas Physical Therapy Association
		701 Brazos Street, Suite 440
		Austin, Texas 78701

512-477-1818 main

512-477-1434 fax

* + 1. Laci Turner,

TPTA Marketing and Membership Coordinator

laci@tpta.org

* + 1. Bush & Associates

Attn: Sherry Kirwin

305-21st Str, Suite 241

Galveston, TX 77550

409-762-7002 work

409-763-5209 fax

skirwin@houston.rr.com

* 1. Email Bush and Associates with flyer to be printed
		1. skirwin@houston.rr.com
	2. Review and revise flyer as necessary
	3. Forward returned flyers as able
	4. Turn over billing to Treasurer
	5. Manage yearly budget for flyers

SED website

Contact Fernando Rodriguez, TPTA webmaster, by email at, Fernando@tpta.org, with updates

TPTA synergy

Contact Jeni Leans, TPTA marketing and membership coordinator, by email, jeni@tpta.org, with updates