



APMP Pacific Northwest Open Board of Director Positions

The following are the basic responsibilities for each position. The Board is always open to further defining these roles when we come together as a team.

Secretary

- *Estimated monthly time commitment = 3-4 hours*
- Prepare and maintain minutes of Chapter meetings and distribute to Chapter
- Capture and provide event attendance data to Treasurer for quarterly reports
- Schedule BOD meetings
- Update National on Board Member changes

Marketing Manager

- *Estimated monthly time commitment = 4-5 hours*
- Maintain promotional website including posting news, events, calendar activities, newsletters, etc.
- Maintain social media sites and content (Facebook, LinkedIn, and Twitter)
- Develop and maintain annual symposium web page
- Use social networks to create Chapter visibility and awareness
- Monitor other Chapter pages for ideas and features
- Use updated materials and information to keep website fresh and current
- Archive (online) previous chapter meeting minutes, presentations, newsletters and articles
- Manage membership access to online materials library
- Submit website maintenance invoices (annual domain name registration fee, monthly hosting fee, etc.) to Treasurer for payment
- Build photo library of meetings and events for use on website and in print/electronic materials

The minimum commitments are as follows:

1. **Terms:** One 2-year term with option to be elected for a 2nd term
2. **Monthly Meetings:** Attend and participate in our monthly Board of Directors meetings that take place the second Friday of every month
3. **Yearly Strategy Meeting:** Attend and participate in a 1-day Board Retreat to create the following year's Strategic Plan.
4. **Support:** Invest in your annual APMP membership fee
5. **Provide leadership, wisdom, and creativity** that keeps things fresh and helps us build a stronger community while having fun!