

Public Information Chair Duties and Responsibilities:

9-17-11

- solicit committee members
- maintain contact with the professional community, media, and community at large, mailing meeting lists and events information where appropriate;
- respond to requests for OA booths at public information events such as health fairs;
- initiate and conduct public outreach, via events and media publicity
- Public Libraries packets – assemble and distribute;
- maintain a Speakers Bureau and schedule speakers;
- submit a budget once a year to the Budget Committee;
- monitor activities/expenses to stay within the budget provided and identify solutions to meet any anticipated budget shortfall and present them to IG for approval;
- attend monthly Intergroup meetings and provide a monthly written report.
- Encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.