

Job Description – Education Committee Communications Rep

Reporting to: Education Committee Communications Rep

Working with: All Committee members, all chapter committees, chapter web master

Term: January – December

Job Function:

The main job function of the Communications Rep is to ensure that our Security Studies Program Coordinators and students are kept informed of, and have ready access to information about the ASIS Chapter, chapter events and activities, as well as Education Committee events and activities available.

Key Responsibilities:

- Create and maintain a communications plan aligned with best practices and trends to best reach our audience;
- Maintain a contact list of Security Studies Program Coordinators
- Communicate Chapter event and activity announcements to Coordinators and students via conventional and social media outlets as required.
- Develop, implement and maintain all social media outlets
- Liaise with Website Committee Chair on development and maintenance of the Education Committee tab content on www.asistoronto.org.

Created: November 2009

Revised: July 2013