

SEAS Morris Chapter

Duties and Responsibilities of **Publicity Committee chairperson**

Duties and Responsibilities:

- Prepare and distribute materials to preserve and increase class enrollment and Chapter membership
- Supervise all documents being issued to the public
- Arrange for media coverage of chapter activities
- Pick up messages from the Chapter answering machine and forward to proper officer or committee chairperson
- Mail brochures in response to requests for information about SEAS
- Maintain a calendar of Chapter activities

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Creativity
- Skill in preparing posters and brochures
- Knowledge of purpose and structure of the Chapter and Basic Sailing Program

Chairperson:

- Appointed by the Commodore