

# PRSSA National Committee Job Descriptions

(Updated September 18, 2018)



Updates to these descriptions will be detailed in the 2019 Situation Analysis, which will be on the PRSSA website in January. If you are considering running for office, you should review the Situation Analysis and talk to the current National Committee officer rather than rely solely on this document.

## **National President**

The PRSSA National President shall act as the principal administrative officer of the PRSSA National Committee; serve as liaison with PRSSA Advisers, the PRSSA Executive Director and the PRSSA Board of Directors; organize the agenda and programs for the annual National Committee meetings and PRSSA National Assembly meetings; supervise the PRSSA National Conference; organize and supervise PRSSA National Sub-committees; regulate Chapter probation and charter revocation; advise and instruct National Committee members on policies and procedures of the Society; and administer PRSSA Chapter and member award programs.

## **Immediate Past President**

The Immediate Past President shall function as an adviser to the National President and work on special projects, such as the PRSSA/PRSA relationship and PRSA Associate membership. The Immediate Past President shall perform all duties of the National President if the President is absent or unable to perform his or her duties.

## **Vice President of Chapter Development**

Responsibilities include but are not limited to programming and leadership training with specific responsibilities at National Conference and National Assembly and community service initiatives.

## **Vice President of Career Services**

Responsibilities include but are not limited to developing and promoting national internship directories, services and programs.

## **Vice President of Digital Communications**

Responsibilities include, but are not limited to, promoting and managing PRSSA digital communication activities to internal and external publics.

## **Vice President of Events and Fundraising**

Responsibilities include, but are not limited to, coordinating and supporting activities such as regional conferences, cross-Chapter interaction and Chapter fundraising.

## **Vice President of External Affairs**

Responsibilities include, but are not limited to, building relationships with key external audiences, globalization, engaging in traditional public relations efforts and taking an active role in promoting diversity and inclusion initiatives.

## **Vice President of Member Services**

Responsibilities include but are not limited to, assisting Chapters with recruitment, managing the Affiliate Membership program, promoting scholarships, competitions and High School Outreach.

## **Vice President of Professional Development**

Responsibilities include but are not limited to, promoting and managing programs that facilitate the growth and development of student-run public relations firms, the Ethics Initiative and the Day-of Competition.

## **Publications Editor in Chief**

Responsibilities include but are not limited to managing the Society's blog, Progressions, and tri-annual digital newspaper, *FORUM*.

## **Please consider:**

1. You must be a PRSSA member to run for and while serving in your office.
2. You need excellent leadership, time management, creative thinking and problem-solving skills.
3. You must be enrolled in school at least through the fall term.
4. You must be able to work well independently in a long-distance team and with a group.
5. Be aware that you will devote time each week to PRSSA.
6. You must attend three National Committee meetings during your term. PRSSA pays airfare to these meetings, but you are responsible for your hotel accommodations and some meals.