

**LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
3rd Vice-President ~~ PUBLIC RELATIONS**

THE TERM OF OFFICE is from January 1 through December 31 in year following election of office in October.

- **She shall handle all media publicity**
 - Diligently seek radio announcements of monthly meetings
 - Coordinate newspaper and radio coverage of special events
 - Shall place ads and pictures when possible of luncheon programs in newspapers or radio
- **She shall coordinate with the Scholarship Chair advertising for the scholarship recipients and pictures of the ladies.**
 - Same for the newspaper
 - Diligently seek the same for the radio stations
- **She shall coordinate with the Second Vice-President in charge of programs.**
 - She shall coordinate the writing of the article concerning the program for publicity.
 - She shall post pictures when possible for publicity.
- **She shall be a member of the Student Mentoring Committee**
- **She shall compile and maintain historical files for L.C.W.N.**
- **Will attend the monthly Board Meeting regularly**
 - Will send proxy when you can't attend
 - Will notify the President when you can't attend
- **The 3rd Vice-President may appoint person or persons to help her fulfill the duties of this office.**

**** There will no longer be an annual copy of the membership directory ~ a membership roster may be downloaded by members from the website. ****