

EXECUTIVE COORDINATOR: COMMUNICATIONS:

The executive coordinator – communications will be responsible for the Association’s public relations and publicity, including its publications and website. In addition, the executive coordinator – communication will serve as an ex officio member of all committees of the Association with activities relating to public relations and publicity, and such executive coordinator will have oversight responsibilities with respect to those committees’ activities. This position is elected by the membership. It is an officer of the Association and is a voting member of the Board of Trustees. The purpose of this position is to coordinate the communications of AMTNJ in order to send out a consistent message to membership, volunteers, and the public.

Ongoing responsibilities:

1. Coordinate and assist the publication editors, webmasters, and publicity chair.
2. Be the go-between person between any website changes.
3. Be the go-between for any conference mailings to be done.
4. Assist administrative assistant in promoting membership in AMTNJ through association communications.
5. Assist president and other officers with contacting outside vendors for communication services, negotiating contracts, and evaluating services.
6. Assist volunteer registry chair, college and junior college liaisons, and other committees with communication issues.
7. Attend Board of Trustees meetings and Two-Day meetings and oversee all communication activities.