

## Public Relations Officer

### *Job Description*

- Attend all regularly scheduled meetings of the MASC/MAHS Board of Delegates, which will be at least 4 (2 in Lansing, Summer Camp, State Conference)
- Will be involved in ALL local MASC/MAHS functions for own center as well as others if possible.
- Will serve as Historian of the Board of Delegates
- On a monthly basis, reviewing BOTH sides of the website (MASC/MAHS) and giving a review to the MASC/MAHS Coordinator of broken links or outdated information
- Responsible for all correspondence of the MASC/MAHS Board of Delegates, within the network of board members, as well as to outside sources, if needed.
- Will be in constant communication with board members, helping Student Leadership Coordinator relay information to and from Board in a timely manner
- Will serve on Award committees along with Board members
- Will assist Center Representatives and Executive Board with duties
- Will collect and assemble the Center Representative's Center Spotlights into one document, review it for errors, and forward to the Coordinator of Student Leadership Services for web publishing.
- Responsible for adding to and/or adjusting this job description prior to leaving office

**\*Students interested in applying for the Public Relations Officer Position should complete the MASC Board of Delegates Application. The application must be postmarked by March 16, 2007.**

**\*The applicant will fall under all of the same requirements as the MASC Board of Delegates.**