

**Alaska Health Education Consortium**  
**DUTIES: MARKETING CHAIR**

1. Preside over the Public Relations Committee at each meeting.
  - a. At least 40 days prior to each general meeting, contact the President-Elect, if you have not already been contacted, to provide Committee agenda items for the general meeting agenda.
  - b. Attend and lead the Committee meeting or arrange for an alternate to lead the meeting if you will be absent.
  - c. Prepare a written Committee Report to be submitted to the Secretary prior to the end of each general meeting.
2. Attend all AHEC Executive Board Meetings.
3. Oversee the process for securing nominations, selection and presentation of the annual Barbara Berger and other awards approved by the membership.
4. Market AHEC Membership to professionals throughout the state of Alaska.
5. Identify and arrange for opportunities to display the AHEC exhibit at appropriate conferences, meetings, and events.
6. Maintain AHEC exhibit and facilitate a review during even numbered years.
7. Maintain the Marketing Chair folder, and prepare succeeding Chair to assume this role.

**Revised January 2002 by Joyce Guest**  
**Revised January 2003 by Molly McGrath**