

Vice President of Communications

- Oversee all AMA Madison Communications Team activities
 - Manage the AVPs of Communications and monitor task completion
 - Work with the AVPs to develop and manage an overall communications strategy
 - Ensure consistent branding, accurate messaging, etc.
- Manage AMA Madison “brand” communications in regards to:
 - Membership
 - Volunteering
 - Sponsorship
 - Special events (e.g. socials, events with other chapters, etc.)
- Oversee the weekly AMA Madison newsletter
 - Work with volunteer on ideas and content calendar
 - Review/edit the newsletter before sending
 - Ensure consistency and creativity in delivery
- Lead the development and execution of postcard mailings
- Work with the President on finances/budgeting as needed
- Complete a weekly committee update (for distribution every Sunday evening)
- Attend a monthly in-person board meeting and 30-minute conference call
- Organize and lead a monthly committee meeting or conference call
- Keep the communications-team@gmail.com distribution list up to date