

Event Reporter (Signature Speaker Series)

- Work with the Vice President of Communications to develop a monthly social media contest
 - Establish which social platform to utilize
 - Determine rules/objective
 - Write up relevant information and distribute to appropriate parties before the event
 - Assess entries after the event
 - Notify winner(s)
 - Combine entries into a single document

- Take photos and/or live stream on Facebook

- Tweet during the event; post photos; respond to notifications

- Compose a blog post after each event
 - Summarize key takeaways
 - Include a few social commentary from audience
 - Include photos
 - Include link to livestream or other video if appropriate

- Attend a monthly committee meeting or conference call

- Attend all monthly Signature Speaker Series events (second Tuesday of the month from 11:30 a.m. – 1:00 p.m.) or find a substitute