



The Honor Society of Phi Kappa Phi Auburn University Chapter

Vice President for Communications

Description: The **Vice President for Communications** is responsible for disseminating news of chapter activities to the various media, to maintain the Chapter's display in the Draughton Library, to submit news items for the *Phi Kappa Phi Forum*, to submit new items to Society Headquarters, and to take whatever other steps he/she deems advisable to promote the purposes of the chapter and the Society.

Primary Responsibilities:

- Maintain the chapter website by keeping content current.
- Check and maintain the chapter's webmaster email account.
- At least two weeks before initiation, complete the online form to have notice of the Phi Kappa Phi Initiation ceremony and reception noted in the *Auburn News* and also placed on the *AU Calendar*.
- Make arrangements for a photographer to take photos of the ceremony.
- Update and maintain the Google Picasa account where pictures of the ceremony are posted.
- Immediately following initiation ceremonies, update the Phi Kappa Phi display case in the Draughton Library to display new members.
- Prepare chapter's e-newsletter to be sent to all active members of the Auburn Chapter of Phi Kappa Phi and within the same surrounding zip code. The e-newsletter can include some of the following topics:
 - highlights of activities of the Student Vice Presidents and other chapter events
 - profiles of the academic work of members of the Executive Committee and College Representatives
 - bios of any non-student members who have been initiated in the past year
 - highlights of chapter alumni and/or Phi Kappa Phi award winners
 - reviews of past ceremonies and events
 - notification of future ceremonies and events