

American Association of Critical Care Nurses  
Greater Cincinnati Chapter

**Position Description: Community Liaison Chairperson**

**Term of Office:**

The Community Liaison Chairperson is a one (1) year Presidential appointed position beginning July 1 in the year of appointment and ending June 30 of the following year.

**Position Description:**

The Community Liaison serves the chapter by fostering positive relationships between the chapter and the local surrounding community. The Community Liaison Chairperson is responsible for coordinating and implementing health promotion and community service activities within the local community.

**Responsibilities:**

1. Promote a better understanding of roles and responsibilities of critical care nurses within the community.
2. Foster positive relationships within the local community.
3. Present plans for community activities to the Greater Cincinnati Chapter board members for approval.
4. Manage, plan and coordinate participation in health promotion activities in the local community (i.e. B/P screening, health fairs).
5. Plan and organize a community service project yearly.
6. Advertise all community activities in the Greater Cincinnati Chapter newsletter and website to keep the membership informed about upcoming service opportunities.
7. Announce all community activities at workshop events.
8. Coordinate chapter volunteers at all community events.
9. Issue certificates of participation to members who participate in community events.

Requirements for the position include:

- Good public speaking skills
- Excellent planning and organizational skills

**Approximate Time Requirement:**

6 hours a month (including attendance at meetings & workshops/conferences)