

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Public Affairs and Recruitment Chairperson

Term of Office:

The Public Affairs and Recruitment Chairperson is a one (1) year, Presidential Appointment, beginning July 1 in the year of appointment and ending June 30 of the following year.

Position Description:

The Public Affairs and Recruitment Chairperson plans and coordinates events that enhance the image of the professional nurse by increasing the public's awareness of the role of the critical care nurse in a variety of health care settings.

Responsibilities:

The Public Affairs and Recruitment Chairperson will:

1. Participate in annual development and review of the strategic plan.
2. Attend business and special meetings of the chapter.
3. Attend board meetings when possible.
4. If absence is anticipated, submit a written report to the President of all committee activities and assign a representative to attend.
5. Enlist the assistance of a committee of two to three volunteers.
6. Plan and conduct regularly scheduled committee meetings to identify projects that promote critical care nursing and/or nursing.
7. Delegate responsibilities to committee members.
8. Work with the Publication Chairperson to promote nursing and critical care nursing.
9. Represent the chapter on the Council of Greater Cincinnati Nursing Organizations. Inform the chapter of relevant organizational activities.
10. Maintain chapter professional materials (display board, pictures, and national ads).

Approximate Time Requirement:

hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 6/94

Updated: 5/97, 6/2000, 4/2005, 8/2007