

## **Communications Chair**

The AFA MEC Communications Chair will be responsible for all communications activity of the AFA. The Chair will report to the MEC President or designee. The Communications Chair or designee will be responsible for elines, website, flyers and any other types of communication desired by the MEC. The committee will also provide a resource for LECs to send out communications to their members.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Strong communications skills
- Strong writing skills, including spelling and proof reading
- Strong computer skills, including knowledge of databases and image editing
- Strong Website skills
- Maintains confidentiality

### **Duties**

- Develop Communications Plan, identifying various methods for effectively communicating to members.
- Update all MEC Communications (email, electronic news feeds) using information provided by various sources (MEC Officers and Committees & LEC Officers and Committees).
- Assist the with keeping website current.
- Assume primary responsibility for the writing and publication of at least one email blast (e-line) per week, and sometimes more.
- Provide a Committee Report to the MEC at each MEC meeting.
- Consult MEC President or designee regarding content of communications prior to release.
- Collaborate with the LEC Presidents in recruiting new Communications Committee members, and provide leadership to the LEC Communications Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.