

## PRSSA National Committee Job Descriptions

*Significant updates to these descriptions will be detailed in the 2012 Situation Analysis, which will be on the PRSSA website in January. If you are considering running for office, you should review the Situation Analysis and talk to the current National Committee officer rather than rely solely on this document.*

### **National President**

The PRSSA National President shall act as the principal administrative officer of the PRSSA National Committee; serve as liaison with PRSSA Advisors, the PRSSA Vice President of Education and the PRSA Board of Directors; organize the agenda and programs for the annual National Committee meetings and PRSSA National Assembly meetings; supervise the PRSSA National Conference; organize and supervise PRSSA National Sub-committees; regulate Chapter probation and charter revocation; advise and instruct National Committee members on policies and procedures of the Society; and administer PRSSA Chapter and member award programs.

### **Immediate Past President**

The Immediate Past President shall function as a resource to the president and work on special projects such as the Leadership Rally and PRSA Associate Membership. The Immediate Past President shall perform the duties of the President if the President is absent or unable to perform his or her duties.

### **Vice President of Advocacy**

Responsibilities include but are not limited to addressing and leading discussion about current events and issues in public relations, maintaining and promoting the Public Relations Student International Coalition, promoting the PRSSA Diversity Initiative and actively promoting ethics.

### **Vice President of Chapter Development**

Responsibilities include but are not limited to programming and leadership training with specific responsibilities at National Conference and National Assembly, fundraising programs for Chapters and community service initiatives.

### **Vice President of Internships/Job Services**

Responsibilities include but are not limited to developing and promoting national internship directories, services and programs.

### **Vice President of Member Services**

Responsibilities include but are not limited to assisting Chapters with recruitment, and promoting scholarships and competitions.

### **Vice President of Professional Development**

Responsibilities include but are not limited to promoting and managing programs that facilitate PRSSA/PRSA relations, and the growth and development of student-run firms.

### **Vice President of Public Relations**

Responsibilities include but are not limited to the PRSSA bi-weekly email and promoting and managing PRSSA public relations activities to internal and external publics.

### **Vice President of Regional Conferences**

Responsibilities include but are not limited to coordinating and supporting Regional Conferences and cross-Chapter interaction.

### **Please consider:**

1. You must be a PRSSA member to run for and while serving in your office.
2. You need excellent leadership, time management, creative thinking and problem solving skills.
3. You must be enrolled in school at least through the fall term.
4. You must be able to work well independently, in a long-distance team and with a group.
5. Be aware that you will devote time each week to PRSSA.
6. You must attend three National Committee meetings during your term. PRSSA pays airfare to these meetings, but you are responsible for your hotel accommodations and some meals.