

**PUBLICATIONS CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Publish all chapter and individual member accomplishments in the school or local papers as available
- _____ Utilize publications to provide continuous education to both new and lifetime members about the history and heritage of Alpha Chi Omega
- _____ Collaborate with other officers (VP Fraternity Relations, Alumnae Chair and VP Communication) to prepare the annual alumnae newsletter
- _____ Ensure that a chapter newsletter is distributed at least once a year to the chapter
- _____ Send current and updated submissions to *The Lyre*
- _____ Honor all requests sent to you by *The Lyre* promptly
- _____ Provide articles, photos and other materials for your chapter's web site as needed
- _____ Post information by e-mail and in a chapter newsletter about National Alpha Chi Omega traditions and special days: Hera Day, Founders' Day, MacDowell Month, Hall of Commitment, and your chapter's birthday
- _____ Serve as a member of the Communications committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Communications) regularly.