**Board Member Duties**

**Publicity Chairman**

1. Is a volunteer position appointed by the Chairman.

2. Notifies and gets approval from Fort Drum Public Affairs Office prior to any media events. Prepares any invitations, reports, for purposes of distribution, publication or broadcast.

3. Creates all advertisements on behalf of the Thrift Shop and maintains a copy for the Publicity continuity binder.

4. Coordinates, with other agencies, to advertise the Thrift Shop.

5. Attends all Fort Drum monthly CLIF meeting as the Thrift Store representative. \*\*Will provide publicity for the CLIF meetings and any slides needed to ACS, by the deadline.

6. Takes photos at functions and activities, for the Thrift Shop and will maintain a copy for the Thrift Shop's records.

7. Maintains and keeps the Thrift Shop's website current at all times.

8. Will update the Thrift Shop's Facebook page with all flyers, special ads and any special events/activities, photos and any other updates as directed by the Chairman or Senior Advisor.

9. Attends Welcome Briefs provided by ACS, as the Thrift Shop's representative. Will also prepare and provide ACS with Thrift Shop information for their Welcome Packets.

10. Is a voting member of the Thrift Shop Board of Directors and attends all monthly meetings.

11. Will dress the Thrift Shop mannequins, for photo opportunities, for the Thrift Shop FaceBook page and Website page.

12. Prepares and helps plan all media coverage for the Scholarship Program, as well as any other programs developed by the Board of Directors.

13. Advertises Board Elections with multiple media outlets, as determined by the Election Committee.

14. Other duties as appointed by the Chairman or Senior Advisor.

5. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flea Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.