

Section 9:

**DIRECTOR OF PUBLIC RELATIONS AND CHAPTER EVENTS**

- Work closely with the Director of Membership and Director of Fundraising and Community Service to promote the Greater Nashville Chapter to area payroll professionals.
- Welcome attendees, guests and visitors prior to each meeting.
- Maintain newspaper announcements and work with the Director of Education to obtain speakers and topics for newspaper ads.
- Distribute the monthly luncheon invitation via email with a link to the website registration option.
- Will accept reservations and notify the Vice President of the number of meeting attendees in advance.
- Will record attendance and keep a record of the names and companies responding to the invitation.
- Will accept registration for door prizes at each meeting.
- Will be listed in the National Directory as one of the Greater Nashville Chapter contacts.
- Has one vote in all Chapter elections and Chapter business.