



**Pittsburgh Chapter**  
American Association of Legal  
Nurse Consultants  
P.O. Box 97104  
Pittsburgh, PA 15229-0104

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## **Chairperson**

### **Website and Social Media**

#### **Major Responsibilities:**

- Chairs the Website and Social Media Committee
- Communicates regularly with the Board of Directors to gain feedback on website and social media pages
- Collaborates with the website developer to update the site structurally and as needed for assistance
- Updates the website regularly with monthly meeting notices, LiNC newsletters, pictures, events, business directory, etc.
- Maintains an active Facebook and LinkedIn page.
- Responds in a timely manner to all inquiries received through Facebook and LinkedIn pages
- Promotes the AALNC Pittsburgh Chapter and its events through social media
- Encourages chapter members to visit the website and interact with social media
- Take pictures at AALNC Pittsburgh Chapter events and meetings and posts them to website and/or social media. Always asks permission before taking or posting a photo.
- Brings any website/social media concerns or ideas to the board of directors

#### **Requirements:**

- Is an active paid member of both the national AALNC and the local AALNC Pittsburgh Chapter
- Attends all Chapter Board of Director meetings
- Possesses excellent communication skills, both oral and written, and can communicate with the Board via e-mail
- Demonstrates leadership and management skills within the Chapter
- Demonstrates commitment to the growth and vision of the Chapter and its Strategic Plan