

## MEDIA CHAIRPERSON

The Media Chairperson shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Design and maintain PBEA web page on a timely and continuous basis.
- Appoint, when appropriate, assistants to help with preparation, publication, and distribution of the *PBEA Journal*.
- Secure cost estimates of printing publications and submit these costs at the Executive Board meeting for approval.
- Set deadlines to receive items for inclusion in *PBEA print and web materials*.
- Stay current with technological practices and how they relate to business education at all levels.
- Submit an article on technology for each issue of the PBEA Newsletter.
- Develop and maintain a list of other technology resources.
- Orient the incoming media chair to the duties of the office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.