

# The National Society Of Leadership and Success



We Build Leaders Who Make a Better World

**Position:** Promotions & Publicity Coordinator

**Responsibilities:**

1. Work collaboratively with the NSLS Advisors and other E-Board Members on advising the pending members through NSLS requirements.
2. Step into other leadership board positions when asked or when needed.
3. Help facilitate ice breakers, activities, Orientation, and Leadership Training Day.
4. Share the responsibility of host at Speaker Presentations with other E-Board Members.
5. Advertise speaker broadcast events, other events, and NSLS related items through the Facebook page and/or other social media.
6. Promote projects undertaken by the E-Board and NSLS Advisors as they pertain to the Viterbo Chapter of NSLS.
7. Coordinate social media use throughout various NSLS events as needed.
8. Help select recipients for chapter awards when needed.

**Supervision Received:** Supervision for the position of Secretary is provided by both the Director of Campus Activities (Advisor) and the Administrative Assistant in Campus Activities (Co-Advisor) in the Office of Campus Activities & Orientation.

**Qualifications:** Full-time Viterbo University student, minimum cumulative GPA of 3.0, inducted member.

**Dates of Obligation & Length of Position:**

- E-Board meetings as scheduled, typically once a month, and as needed throughout the academic year
- Attend and promote NSLS at the Welcome Back Bash during the first week of the academic year
- Help with Orientation and Leadership Training Day
- Help with the Induction Ceremony
- Attend all speaker broadcasts, unless approved otherwise
- Attend the E-Board leadership retreat
- Position will begin immediately and end after one academic year

I have read and understand the above position description and agree to follow it.

\_\_\_\_\_  
Signature of Student Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Campus Activities & Orientation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Assistant Campus Activities & Orientation

\_\_\_\_\_  
Date