



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

Position: Chair, Communications Committee

Revision Date: 6/30/2021

Approximate Time Each Month: 2 – 3 hours

Position Overview: The Communication Chair shall:

- Preside at all meetings of the Communications Committee.
- Lead the chapter's efforts to keep the membership informed about chapter events and activities.

Desired Attributes:

- Be a member or associate in good standing of ICF New Mexico.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

Position Description:

- Provide leadership and direction to the Communications committee.
- Uphold chapter leadership norms within the committee and ensure compliance with chapter Bylaws.
- Attend monthly leadership team (LT) meetings and other related meetings (e.g., strategic planning) as necessary.
- Implement strategic planning activities related to communications.
- Coordinate with the Virtual Assistant (VA) to accomplish internal and external communication, including notice of upcoming LT/Board meetings.
- Support the Membership Committee in communicating the benefits of ICF NM membership.
- Support the Programs Committee in promoting special programs.
- Ensure the website is current and updated.
- Update social media strategy and policies.
- Support annual Chapter board elections in accordance with the Chapter Bylaws.
- Support the LT, Qualified Members (QMs) and Associates in accessing and using chapter communications systems and processes.



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- Participate in succession planning for Board Officers and members of the Leadership Team to include recruiting and onboarding.
- Lead the process of succession planning for Communications Committee chair and members to include recruiting and onboarding.

Term: One year with a renewal option(s); we encourage continuity in this position.