**VICE-PRESIDENT, SOCIAL MEDIA**

**Term of Office:** 2 years, but may be reappointed by the Board for a maximum of 4 years.

**Duties:**

**In addition to general Board of Directors and Executive Committee responsibilities:**

1. Is responsible for all social media platforms for OHEA, including Twitter, Instagram, FaceBook and LinkedIn.
2. Prepares a written report, for distribution with the Notice of Meeting for Board and Executive Committee meetings, of activities since the last meeting.
3. Monitors the Social Media Activities performed by the Digital Marketing Coordinator.
4. Prepares and submits a yearly budget upon request of the Treasurer.
5. Prepares an Annual Report.
6. Performs other duties as requested by the President or Chairperson of the Board.