

The Public Relations/Newsletter Chair supports the efforts of the Maine Counseling Association by facilitating and supporting the flow of critical information from the Maine Counseling Association to its' members.

The Chair's primary responsibilities include:

- Produce 3 newsletters per year, which includes soliciting articles and advertisements; compiling, editing, proofreading and organizing the content; establishing deadline dates for each issue; publish the newsletter on the website; email newsletter to appropriate contacts
- Coordinate the giveaways from the Vendors at the Annual Conference, which includes collecting and organizing the items and managing the times and process of raffling them to conference attendees
- Coordinate the evening activities for the Annual Conference, which includes determining activities based on conference attendees feedback and committee members, confirming and organizing everything related to the activities chosen and purchasing giveaways for the evening