



## LeadMN Public Relations Coordinator Position Description

**Public Relations Coordinator:** The Public Relations Coordinator (PRC) is responsible for maintaining communication between campuses, regions, and the LeadMN office. This could include phone calls, emails, campus visits, etc. Communication can range from conference preparation to policy issue updates.

The PRC helps the VP coordinate campaigns such as the Get Out The Vote campaign or textbook affordability campaign.

The PRC assists in communication for campus organizing efforts, such as for a rally or a conference.

The PRC chairs the Editorial Board, creates agendas for the meetings, recruits students to attend and write stories, and moves the board forward to keep up with technological innovations.

According to the LeadMN Bylaws, the Public Relations Coordinator (herein after referred to as PRC) shall:

1. Take minutes at all Cabinet meetings;
2. Assist in maintaining an effective and efficient network of communication among campuses, regions, and the LeadMN state office;
3. Assist the Vice-President in coordinating campaigns approved by the LeadMN;
4. Coordinate communication for campus organizing efforts;
5. Chair the Editorial Board of all the LeadMN publications; and
6. Assume other duties as may be assigned by the President, the LeadMN governing bodies, or related to the office.