



DUTIES OF THE VICE PRESIDENT FOR PUBLIC RELATIONS

- A. Serve as one of three Vice Presidents for the University Center Program Council.
 - a. Attend weekly Program Council Meetings as a voting member.
 - b. Assist in setting goals, policies and procedures for the operation of the University Center Program Council.
 - c. Attend special meetings, leadership retreats, conferences, and workshops as scheduled.
 - d. Maintain a minimum of 10 office hours a week.
- B. Serve as a member of the Executive Committee
 - a. Work closely with the Advisor to plan, implement and evaluate the fall and spring UCPC training sessions.
 - b. Assist the President in evaluation of overall performance of the University Center Program Council.
 - c. Attend weekly Executive meetings as scheduled by the President.
 - d. Responsible for the completion of the UCPC yearly scrapbook of events.
 - e. Responsible for creating a UCPC promotional campaign including videos, posters and special events.
- C. Serve as official Student representative of the University Center on University committees and to other special educational, social and recreational endeavors of which the University Center is part or a guest.
- D. Serve as an official UCPC Student liaison between student organizations, academic organizations, and faculty members.
- A. Serve as an official UCPC Student liaison between the San Angelo Community and the Angelo State Campus.