



## *The Society of Flavor Chemists, Inc.*

3301 Route 66 Suite 205, Bldg. C  
Neptune, NJ 07753  
(732) 922-3393  
(732) 922-3590 (fax)  
<http://www.flavorchemist.org/>

### **Publicity Committee Job Description**

<b>Title:</b>	<i>Publicity Committee Chairperson</i>
<b>Reports To:</b>	<i>SFC President</i>

#### **Job Purpose**

- Responsible for providing photographs and information to publications.

#### **Duties and Responsibilities**

- On a regular basis, proactively supply SFC meeting schedules to various relevant publications.
- Take photographs of members, speakers and guests at meetings and other SFC events.
- Provide meeting/program narratives, as well as photographs, to relevant publications.
- Provide same documentation and photographs to the Newsletter, History, and Website Committees.
- Optionally recruit additional members to the Publicity Committee, if needed.
- The Publicity Committee Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

#### **Qualifications**

- Must be a Certified Member
- Must be able to commit the time and resources
- Requires a camera and computer and preferable some photo editing software

#### **Working Conditions**

This job requires attendance to every meeting held in the East Coast.

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**Direct Reports**

Members of the Publicity Committee, if any.

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<b>Approved By:</b>	<i>Board of Directors 2006-2007</i>
<b>Date Approved:</b>	<i>May 14, 2007</i>
<b>Reviewed:</b>	<i>Mariano Gascon</i>

Members of the Publicity Committee, if any.

*Approved By: Board of Directors 2006-2007*

*Date Approved: May 14, 2007 Reviewed: Mariano Gascon*