**Responsibilities of Division Reporter**

a. Possess a basic knowledge of the principles and procedures of writing an effective press release and how to get it published.

b. Participate in the development of the Division program of work/strategic plan to identify publicity efforts that can be performed during the year to promote Division members, the Division, OkACTE and /or career and technology education.

c. Assist Division President in communicating events or announcements to divisional members (OkACTE Fellows, award winners, OkACTE events, etc.)

d. Publicizing unique division activities or events.

e. Develop and maintain a division page to include with or link to OkACTE’s web page, [www.okacte.org](http://www.okacte.org).

* Provide updated content regarding divisional activities on division page;
* Whenever possible, obtain pictures or content to add to the division page or website.
* Maintain social media content on behalf of division.

f. Assist the Division President and Vice President(s) in identifying effective tools for communicating Division and instructional support information to Division members.

g. Provide assistance to OkACTE committee chairs with advertising deadlines or events to divisional members.

h. Provide assistance in advertising OkACTE membership benefits, such as the Membership Divisional Installment Plan (MDIP), Mutual Benevolence Plan (MBP), or Professional Liability Insurance (PLI).

i. Attend Leadership OkACTE.

j. Attend, if possible, the OkACTE Legislative Seminar.

k. Fulfill duties as assigned by the Division President.