

# Lighthouse Leadership Team Job Descriptions

## Vice-president of Public Relations

As Vice-president of Public Relations you have the privilege of portraying the vision and activities of Aglow to both friends and strangers. To the community you portray a compelling and enticing invitation, “Come, see a Man!” To the Aglow family, you keep them informed of opportunities to not only receive for themselves, but to minister to those in need through different avenues of outreach.

### As the Vice-president of Public Relations, you:

- Meet the Qualifications for Lighthouse Leadership (see Chapter 4)
- Send a change of information form to notify the Global Headquarters of **any** change in officers, addresses, e-mails, phone numbers, or changes with outreach times, days, or places
- Become the chief personal correspondent for the Lighthouse Leadership Team, insuring that a standard of excellence is maintained in all written communications
  - **Use Aglow International, NOT** Women’s Aglow or Women’s Aglow Fellowship!
  - Use the current Aglow logo (see [www.aglow.org](http://www.aglow.org))
  - Use the current stationery
  - Include Aglow ID and chartered Lighthouse name on all communications with the Global Headquarters
- Send a letter to the invited speaker containing information needed to arrive at the appointed meeting on time
- Oversee the publicity for all meetings unless a publicity chairperson is appointed
- Seek ways with the Leadership Team to raise visibility of Aglow in your community
- Provide the Leadership Questionnaire when the Team appoints a **new officer** or ministry support chairperson (see Chapter 7, Chapter 11)
- Send a Character Reference Form for candidates for Bible study leaders and Prayer ministry leaders
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next officer who fills your position or to the President.