

**** COMMUNICATIONS LIAISON OF CSAAPT ****

The main duty of the Communications Liaison is to keep the communication open with the members of CS AAPT organization and other people that expressed their interest in receiving the information. To fulfill this duty, Communication Liaison is assigned to maintain and update on a regular basis the website of the [Chesapeake Section of the AAPT](#), updating information about upcoming events, posting meeting presentations and archiving the old information. The other important duty is to maintain and update on a regular basis the list of members and potential members of the section to ensure the outreach to all interested parties. Usually, communications are sent a few times before every meeting. Updates to the membership is arranged through the sign-up form on the website.

The Communications Liaison works closely with the Executive committee to quickly respond to the need to communicate with the members.