

Job Description – Publicity Chair

The Sensors Council Publicity Chair's primary function is to promote the Sensors Council's activities. Specific duties shall include the following:

- Distribute the notices of Council activities to the Council e-mail list as appropriate and in accordance with the [Council policy](#) - which says, in particular, that "...it is the IEEE Sensors Council's policy that the e-mail list shall be used exclusively for publicizing the IEEE Sensors Council's activities. It shall not be shared with, or used for the benefit of, any non-Sensors-Council activities. This policy can be changed by the Council AdCom vote only." To ensure maximum readership, and to minimize the reasons for opting out of the e-mail list, the notices shall be short and shall refer the reader to the website for further details.
- Ensure that appropriate posters and flyers are printed, distributed, and posted on the Council's website.
- Oversee the Council's website; ascertain that the information on the website is complete and up-to-date.
- To the extent possible make sure that Council exhibit booths are present at the IEEE, as well as non-IEEE, sensor-related conferences (such as Transducers and Eurosensors).
- Make use of the IEEE Sensors Journal's filler pages to promote the Sensors Council activities.
- Notify the Council's local chapters of IEEE SENSORS conferences.
- Ensure that a report of the Council activities be sent to the Council AdCom members at least once annually.