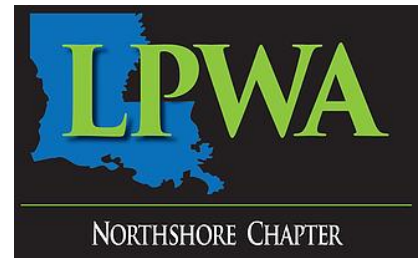


LOUISIANA PROFESSIONAL WOMEN'S ASSOCIATION

Northshore Chapter, L3C
PO Box 2516, Covington, LA 70434



The following positions require a two-year membership commitment. The Secretarial position is a seat on the Board of Directors and the photographer position serves on a committee.

Chapter Secretary - Reports to the President

- Compose and submit Meeting Minutes for monthly events
- Keeps an accurate list of all attendees at events
- Update all member list in communication platforms used by the Chapter
- Organizing and implementing the communications calendar for the chapter (events, newsletter, and general updates)

Photography Coordinator – Reports to the Vice president

- High resolution photographs taken at events and sent within 24hrs to Chapter President, Secretary, and Social Media Coordinator through Dropbox