Description: The Vice President for Communications is responsible for disseminating news of chapter activities to the various media, to maintain the Chapter’s display in the Draughon Library, to submit news items for the Phi Kappa Phi Forum, to submit new items to Society Headquarters, and to take whatever other steps he/she deems advisable to promote the purposes of the chapter and the Society.

Primary Responsibilities:

- Maintain the chapter website by keeping content current.
- Check and maintain the chapter’s webmaster email account.
- At least two weeks before initiation, complete the online form to have notice of the Phi Kappa Phi Initiation ceremony and reception noted in the Auburn News and also placed on the AU Calendar.
- Make arrangements for a photographer to take photos of the ceremony.
- Update and maintain the Google Picasa account where pictures of the ceremony are posted.
- Immediately following initiation ceremonies, update the Phi Kappa Phi display case in the Draughon Library to display new members.
- Prepare chapter’s e-newsletter to be sent to all active members of the Auburn Chapter of Phi Kappa Phi and within the same surrounding zip code. The e-newsletter can include some of the following topics:
  - highlights of activities of the Student Vice Presidents and other chapter events
  - profiles of the academic work of members of the Executive Committee and College Representatives
  - bios of any non-student members who have been initiated in the past year
  - highlights of chapter alumni and/or Phi Kappa Phi award winners
  - reviews of past ceremonies and events
  - notification of future ceremonies and events