Director, Communications

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tbody>
<tr>
<td>● Create objectives to support the chapter’s</td>
<td>● Facilitation</td>
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<td>Business and Strategic plan</td>
<td>● Collaboration</td>
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<tr>
<td>● Educate committee chairs with processes,</td>
<td>● Delegation</td>
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<tr>
<td>procedures and tools to achieve committee</td>
<td>● Mentoring</td>
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<td>objectives</td>
<td>● Coaching</td>
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<td>● Assist in budget development for all</td>
<td>● Teaching</td>
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<td>committees reporting to director based on line</td>
<td>● Financial</td>
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<td>items in overall chapter budget</td>
<td>● Conflict/Resolution</td>
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<tr>
<td>● Target incoming director from committees</td>
<td>● Execution</td>
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<td>who report to you</td>
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<tr>
<td>● Transition with incoming Director</td>
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Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws (July 1 - June 30)

Helpful Skills:
● Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

Eligibility:
● Member in good standing
● Knowledge of the activities/affairs of the Greater Edmonton Chapter
● Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:
● Serve as voting member of Board of Directors
● Attend monthly Board meetings, Chapter events and committee meetings
● Act as coach, advisor and counselor to assigned committees
● Identify, recruit and train committee chair for assigned committees
● Ensure the fiscal responsibility of the committee(s) to which position is assigned
● Support and defend policies and programs adopted by the Board of Directors
● Conduct transition meeting with successor
● Perform any other duties as assigned by the President and/or Board of Directors
Specific Responsibilities:
- Coordinate all details of publishing and distributing monthly newsletter, annual membership directory and any other Chapter publications to membership
- Develop and enforce editorial calendar for all publications and solicit submissions
- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent “look” of the Association brand
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

Reporting Structure:
- Reports to: Vice President of Communications

Commitment:
- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings
- Attendance at Board retreats (2 times per year)