



<i>Date Drafted:</i>	7/01/2021
<i>Date Approved:</i>	09/27/2021
<i>Date Revised:</i>	10/04/2022

Role: Volunteer Communications Director

Time Commitment: Approximately 4-5 hours per month

Position Description:

The Communications Director is responsible for representing the interests and activities of the Association to the public. Working with partnering organizations to ensure clear and consistent communication while building accountability for communications deadlines and brand representation.

Authority and Accountability:

The Board of Directors is the legal authority for the Livingston Community Association. The Communications Director is accountable to the Board of Directors. As a member of the Board, the Communications Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on the committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Member in good standing of the Community Association
5. Have Knowledge and skills in the areas of programs, services development, public relations and communication

Term:

The term shall be two year after election at each Annual General Meeting and shall not exceed four years as outlined in the Bylaws.

General Duties:

1. Chair the Communications committee, maintaining records of minutes for the Secretary and providing information to the Board on committee business
2. Assist other committees and Board members in developing Advertising, Notices of Events, and Liaisons with Sponsoring companies and other means of outward communications.
3. Establish policy for event advertising, research alternative methods for advertising.
4. Establish policy for management, operation and content on all of LivCA's external communication including social media platforms and websites.
5. Assist with development of CA communications specific policies and procedures in keeping with established communications specific best practices.
6. Report on all aspects of Communications initiatives at the Annual General Meeting.