



Date Drafted:	7/01/2021
Date Approved:	
Date Revised:	

**Role:** Volunteer Communications Director

**Time Commitment:** Approximately 8-10 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 organisations 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 one year after election at each Annual General Meeting and shall not exceed two 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. Chair the Events committee, manage events and attend events as required
3. Assist other committees and Board members in developing Advertising, Notices of Events, and Liaisons with Sponsoring companies and other means of outward communications.
4. Establish policy for event advertising, research alternative methods for advertising.
5. Establish policy for management, operation and content on all of LivCA's external communication including social media platforms and websites.
6. Assist with development of CA communications specific policies and procedures in keeping with established communications specific best practices.
7. Report on all aspects of Communications initiatives at the Annual General Meeting.
8. Determines which programs will be offered to the community.
9. Manages all matters related to social activities of the Association.