

## **POSITION TITLE: Communications Director**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### **RESPONSIBILITIES**

- Oversees all communications of the community league
- Helps league to develop communications strategies, messaging and branding
- Manages communications team (if applicable)
- Content contributor
- Manages website and social media pages (if applicable).
- Manages all aspects of the production and distribution of newsletter – online or print
- Manages all aspects of other communication tools such as bulletins, etc. (if applicable) as needed.
- Oversees or produces appropriate advertising/promotional or any other artwork needs for the league.
- Works with program and social directors, and others as required, to promote events and initiatives via the various league platforms
- Acts as liaison between league and media to arrange for interviews, create press releases, etc.

\*Sound understanding of media-related communications, communications best practices, Canadian media content style (both online and in print), strong writing/editing skills and social media savvy a benefit for this position.