



## CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

### Role: Director—Communication

#### Authority and Responsibility:

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

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel's mission and vision.

#### Requirements:

Requirements of the Director—Communication include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of public relations and communication

#### Term:

As outlined in the Bylaws of the Citadel Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

#### GENERAL DUTIES:

The Communications Director must:

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, Promotions, Partnerships and Liaisons with Sponsoring companies and other means of outward communications.
3. Provide leadership in production of a community newsletter, The Citadel Link, by establishing policy on content, reviewing newsletter submissions for acceptable writing style and subject matter.
4. Establish policy for event advertising, research alternative methods for advertising.
5. Establish policy for management, operation and content on the Citadel Community Association Website, [www.citadelca.ab.ca](http://www.citadelca.ab.ca).
6. Establish a Communications budget with advice from the Treasurer.
7. Report on all aspects of Communications initiatives at the Annual General Meeting.