

## **CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION VOLUNTEER ROLE DESCRIPTION**

### **Role: Director—Communication**

#### **Authority and Responsibility:**

The Board of Directors is the legal authority for the Cascades in Royal Oak Residents Association. 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.

The Communications 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 Communications Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Cascades RA'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 quarterly Board meetings, committee meetings when needed, and Annual General Meetings.
4. Member in good standing of the Cascades in Royal Oak Residents Association
5. Knowledge and skills in the areas of public relations and communication

#### **Term:**

As outlined in the Bylaws of the Cascades in Royal Oak Residents 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 Bylaws. Removal of a Board member shall also follow guidelines set out in the Bylaws.

#### **GENERAL DUTIES:**

The Communications Director must:

1. Assist other Board members in developing Advertising, Notices of Events, and Promotions, Partnerships and Liaisons with Sponsoring companies and other means of outward communications.
2. Provide leadership in production of a community newsletter by establishing policy on content, reviewing newsletter submissions for acceptable writing style and subject matter.
3. Establish policy for event advertising, research alternative methods for advertising.
4. Establish policy for management, operation and content on the Cascades in Royal Oak Residents Association Website.
5. Establish a Communications budget with advice from the Treasurer.
6. Report on all aspects of Communications initiatives at the Annual General Meeting.
7. Assist in establishing sub-committees for any special events initiatives deemed necessary to engage residents in a social atmosphere.
8. Liaison with the Rocky Ridge Royal Oak Community Association Newsletter Editor to utilize their newsletter where required to promote communication to the Cascades Residents.