**SAMPLE TEMPLATE**

**Position Title: Communications Director**

Authority

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

Term of Office

* Term of office is \_\_\_ 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

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