

## **Job Title: Director Communications**

**Job Overview:** Liaison between the Board and specific committees ensuring committees are achieving their goals and are aligned with Board Governance and established standards.

**Time Commitment:** 6-10 hours monthly

### **Standard Board Member Responsibilities & Duties:**

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be able to compromise
- Support governance decisions once made
- Participate in the review of the Society's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Society in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it

### **Job Specific Responsibilities & Duties:**

- Establish, provide Board guidance and support, as required, to the Marketing Committee, Social Media Committee and Publications Committee.
- Lead the marketing efforts for GHS initiatives including Lecture Series, Special Events , House Tour and other initiatives as necessary, ensuring plans are created and successfully implemented on time.
- Lead the development and implementation of Social Media elements such as weekly Facebook posts. Actively maintain and update the GHS web-site ensuring all information is current and relevant.
- Ensure clear communication between the Publications Committee, Social Media Committee, Marketing Committee and GHS Board ensuring all committees have the necessary resources to fulfill their annual goals

### **Qualifications:**

- Strong technical skills relating to web-site administration and Facebook
- Working knowledge of MS suite of products, including EXCEL, Word and POWERPOINT
- Strong written communication skills