



# Communications Committee Member

## *Job Description*

**Position:** Volunteer

**Program Area:** Boards and Committees

**Time Commitment:** 1 year term, 4 hours/month

**Location:** Victoria West Community Centre, 521 Craigflower rd

### **Background:**

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

### **Authority/Responsibility:**

- The Board of Directors is the legal authority for the Victoria West Community Association.
- As a non-elected member of a Board Committee, a Committee Member is responsible and accountable to the Board through the committee chair.

**Purpose of Position:** Provide input and feedback on current community issues.

### **Requirements:**

- Committee Members are members in good standing of the Victoria West Community Association.
- Commitment to the work of the Victoria West Community association
- Willingness to serve and actively participate on the committee of the board.
- Attendance at monthly committee meetings and the Annual General Meeting of the association.
- A minimum time commitment of 4 hours per month (includes meeting preparation time and committee meeting time).
- Knowledgeable about the activities of the committee and the willingness to support them publicly.
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in communications, marketing, graphic design, web design and development or any other related fields.

### **Position Responsibilities:**

- Actively work to fulfill the mandate of the committee as given by the committee terms of reference.
- Be familiar with and adhere to governance documents and policies and procedures of the association
- Prepare for and participate in the discussions and deliberations of the committee.
- Adhere to the Victoria West Community Association Code of Conduct.
- Develops annual budget for VWCA communications programs and operations.

### **Examples of Work Assigned**



- Communicate with the community using VWCA website, newsletters, and brochures, amongst other communication tools.

- Collaborate with the VWCA Committee Chairs to facilitate the internal communications of the association.
- Conduct outreach surveys on behalf of the VWCA to determine need for community programs and services.
- Oversee the development and maintenance of the VWCA website, affiliated websites, email systems, and related technologies to ensure they remain effective communication tools.
- Provide specialized training to the Board, Centre Staff, and VWCA volunteers on the use of the association's communication systems and technologies.

**Criminal Record Check Required:** No

**Staff Contact:** Julie Bull – Volunteer Coordinator