

Board of Directors Job Description: Communications Director

Reports to: The BHCA Board of Directors

Term of Office: One year

Time Commitment: 16 hours per month

Every member of the BHCA Board of Directors is expected to:

- Be a member in good standing of the BHCA
- Demonstrate loyalty, commitment, and fiduciary responsibility to BHCA
- Assist in developing and maintaining positive relations among the board, committees and communities
- Maintain confidentiality in relation to discussions and reports not publicly available
- Abide by BHCA bylaws, code of conduct and policies
- Be adequately informed on community issues and BHCA matters
- Participate in discussions and decisions in matters of policy, finance, programs, events, personnel and advocacy
- Prepare for and arrive on time for all required meetings
- Participate on at least one committee or lead one initiative (events, volunteering, communications)
- Participate in the recruitment and orientation of new board members
- Approve the budget and monitor financial performance and other matters in relation to it, including appointing independent auditors at the Annual General Meeting
- Be assured that the BHCA and committees are adequately informed of and monitoring the condition of BHCA and its operations
- Attend and participate in the Annual General Meeting
- Participate in fundraising activities as needed, including casinos every 18-24 months.
- Participate in the development of BHCA's strategic plans, annual review and budget.
- Ensure all required government, AGLC, and grant reports are prepared and submitted in a timely manner
- Develop, monitor, review and approve all policies that guide operation practices and other recommendations received from the board, its committees and staff
- Monitor the performance of the organization in relation to strategy and objectives
- Review and monitor board conduct and compliance with bylaws and policies
- Participate in any other way that is helpful to the advancement of the organization.

The Communications Director

Responsibility:

The Communications Director is accountable for gathering and communicating timely, accurate and pertinent information for Beddington Heights residents and the Calgary community on the website, social media channels and in the print/online newsletter, "Your Beddington Banner" (Great News

Publishing). Additional volunteers may be engaged to cover specific duties and components of communication.

Benefits:

- Get to know your neighbours and fellow community volunteers
- Practice your current skills and learn new ones in a supportive environment
- Learn more about what is happening in your neighbourhood, City and Province
- Create meaningful programs, events and opportunities for residents to connect
- Give back to the community in a meaningful way

Qualifications:

- Self-motivated
- Collaborative in a team environment
- Effective writing and communication skills

General Duties:

- Keep up to date and share news on activities and initiatives relevant to the Beddington Heights residents
- Liaise with Great News Media for “Your Beddington Banner” to comply with their editorial guidelines for monthly submission
- Develop relevant content suitable for a general audience and adhering to best practices regarding privacy and copyright
- Share events or news happening in Beddington and nearby communities
- Share relevant information from community partners, including:
 - Schools
 - Organizations and associations that provide cultural, educational, health, mental health, recreation and social services
 - Municipal, provincial and federal governments
- Encourage resident participation in BHCA’s initiatives, such as
 - Board
 - Committees
 - Before and After School Program
 - Annual General Meeting
 - Programs (such as Book Club)
 - Fundraising
 - Special events
- Communicate Board, resident and other individuals’ or entities’ contributions
- Co-ordinate BHCA communications with appropriate social media, communication, and website volunteers