



## **Manotick Village Community Association (MVCA)**

**Position: Vice President, Director of Communications**

**Reports to:** President & Board of MVCA

**Job Overview:** Responsible for managing the communications of the Association, including policy, channels and activities.

**Term:** Two years

**Qualifications:** Resident of Manotick, Member in good standing of the Manotick Village & Community Association, each Director shall be 18 or more years of age

**Appointment:** Election by the membership at the AGM

### **Responsibilities and Duties:**

- Attend monthly MVCA board meetings, AGM and other functions as required
- Ensure MVCA Website is up to date
- Ensure Communications policies are current and monitors compliance
- Liaise with the volunteers responsible for editing and distribution communications material (i.e. web site, newsletter)
- Promote MVCA events through community calendars, posters, social media
- Participate in organizing committees of key MVCA events
- Retain all files, written and/or electronic, which are to be forwarded to the succeeding VP Communications at end of term