



BOARD MEMBER POSITION: Club Communications Director

BOARD MEMBER RESPONSIBILITIES

- Attend all board meetings (once a month) and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignment.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up to date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

CLUB COMMUNICATIONS RESPONSIBILITIES

- Works closely and in coordination with the Director of Public Relations
- Serves as the liaison between members of the club and the CSA board
- Create and lead a committee, comprised of parents and other members of the club, to gather feedback on programs, communicate volunteer opportunities, identify, and recruit volunteers
- Publicizes club activities and board discussions, where appropriate, through a regular newsletter and the club website
- Create, manage, and ensure compliance with the CSA volunteer policy/pledge
- Assist and work with CSA program directors and officers to identify volunteer needs for the club
- Assist CSA program directors in creation of program surveys to solicit feedback from participants
- Recruit volunteers based on program and club needs
- Manage database of volunteers and volunteer opportunities
- Create volunteer schedules for events and track adherence to these schedules

PERSONAL CHARACTERISTICS TO CONSIDER

- Experience in a leadership role
- Ability to build relationships, along with strong communication skills (written and verbal)
- Ability to: utilize Microsoft Office applications, listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community and self-evaluate.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values