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## Communications Director: Description of Position

The Communications Director is a crucial position to the Logos Society board. As the Outreach Director, you will lead Newsletter and Website communications as well as ensure membership and PIPA forms are up to date.

The Director position is elected by Logos Members at the Annual General Meeting (AGM).

### Time Commitment:

1. Be able to attend the monthly Society meetings, for the elected term.
2. Oversee the monthly newsletter (coordinated by the volunteer Newsletter author)
3. Organize the website material and ensure timely and accurate data and updates are posted on the website. Oversee any website design changes or updates.
4. Ensure that the annual membership, parent commitment forms and PIPA forms are reviewed and updated annually, and that each school has sufficient stock each spring for intake of new registrants and returning students in the fall.
5. Communicate with the Board online: email, Google Docs, etc.

### Responsibilities:

1. Be familiar with the Edmonton Logos Society Bylaws & Handbook.
2. Volunteer as the lead on communication activities and planning committee(s).
3. Make yourself available to serve as a volunteer at Society events, to serve or lead committees, and to assist Parent Representatives and/or other Board members with their duties (when requested).

This is a perfect position for someone who can commit to short durations of volunteer time during the year. You love connecting with others and you take pride in your writing and editing skills. You are able to take the lead in initiating leads for written submissions and are willing to support the volunteer editor and webmaster. You have such varied skills and interests that a volunteer position with such wide-ranging responsibilities will allow your dynamic personality to shine.