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## Outreach Director: Description of Position

The Outreach Director is a crucial position to the Logos Society board. As the Outreach Director, you will lead committees and assist in event planning.

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 "Coffee for Teachers" event in November. Each year, the Parent Representatives purchase and provide coffee for all the teachers at their school during Parent Teacher Conferences (or similar event).
3. Coordinate the purchase and distribution of Graduation Gift Books in April. Each year, the Society presents each grade 6 and 9 Logos Graduate with a devotional book at the last chapel of their school year.
4. Organize and purchase bereavement, benevolence & retirement gifts as needed throughout the year.
5. Create and update scripts and PowerPoint presentations for events where board members will be presenting on behalf of the Society, as needed throughout the year.
6. 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 the Outreach events 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 choosing gifts for them. You can create effective PowerPoint presentations, and writing a script for someone else to present sounds like an excellent way to use your creative writing skills. You have such varied skills and interests that a volunteer position with such wide-ranging responsibilities will allow your dynamic personality to shine.