

Volunteer Description

The AFP Vancouver Chapter Communications Committee requires a **Committee Chair** to oversee support for Chapter Communications including the afpvancouver.org website, email communications, and social media.

Responsibilities

- Understand the Chapter Strategic Plan and develop goals to help meet those objectives;
- Ensure the efforts of the Communications Committee increases visibility and awareness of the AFP, supports membership and growth of Chapter, and fosters philanthropy in our community;
- Provide leadership and direction for Committee Members to fulfill their individual roles and responsibilities;
- Schedule and lead monthly committee meeting;
- Complete and submit Committee Report for VP approval, prior to each monthly Board Meeting;
- Recruit committee volunteers, as needed;
- Ensure committee members are completing tasks in timely manner;
- Working with Committee VP, set and monitor annual budget;
- Organize and maintain Committee files including meeting minutes, forms, branding assets, contracts, training manuals and users guides, etc;
- Upon leaving position, transfers all records and account login information to successor including website/database, Dropbox and social media passwords;

Skills and Assets

- Experience with a CMS and managing website content (especially Drupal);
- Experience with database management;
- Experience with online functionality management, including event registration, application form submission, email marketing;
- Experience with Facebook and Twitter account management;
- Knowledge of social media best practices;
- Experience with an email marketing tool;
- Strong written, verbal, interpersonal and organization skills;

Commitment

- Must be an active AFP Vancouver Chapter member;
- Minimum one year term;
- Attend monthly committee meeting (1 hour);
- Perform tasks outlines under responsibilities (approx. 2-4 hours per week)