

## **Communications Director, ARMA Edmonton Chapter**

The Communications and Website Director is responsible for:

- post information as provided by board members to ensure content is up to date (2.5 hours per month)
- work with the Board to reflect issues and events important to ARMA Edmonton Chapter members
- make decisions with ARMA Edmonton Chapter when a new format is necessary, and works with the board to create new designs or changes to website
- Notify the Membership Director of new information that has been posted for distribution to members (i.e. new events, program etc.)
- Prepare monthly reports on chapter communications activities and present them at monthly chapter board meetings

In addition to maintaining the website the Communications and Website Director shall:

- Identify and implement a strategy to communicate to members using appropriate media e.g. newsletter, website, blog, social media etc. in collaboration with the chapter Board of Directors.
- Provide timely and accurate information to the membership on an ongoing basis
- Attend monthly board member meetings held once a month either in person or remotely (approx. 1-2 hours)