

## **Communication Chair**

**Organization:** PPOC-AB North/Central/South Branch

**Location:** Alberta, Canada

### **General Function**

The purpose and role of the Communication Chair is to inform members of news, activities and happenings for the calendar year.

### **Organizational Relationship**

Accountable to: Branch Chair

Functional Relationship with: Branch Executive, Regional Communications Ch

**Service Merit:** up to 20 service merits per year

### **Contributions & Expectations**

- Attends a minimum of 75% of the exec meetings per year and reports on status of communication activities.
- Responsible for member communications through the monthly newsletter to keep general membership informed of educational and social activities at the Branch, Regional and National level.
- Forward Central Branch news to Regional Communications Chair as required and can include multiple communications per month.
- Post North Branch events and special notices in the Alberta PPOC Facebook group and the Branch Facebook Group.
- Coordinate, organize and create material for the monthly newsletter including, but not limited to, new membership, awards, accreditations, elections and upcoming events.
- Take photographs at the monthly meeting for material in the newsletter
- Gather and/or take photographs at events for material in the newsletter

### **Voting Limitations**

The Communication Chair is not a member of the Executive and hence will not vote on governance issues. The position does vote on all operational related issues.

### **Skills:**

- Have good listening, organizational and communication skills.
- Writing skills