



CLCA/ACCL
Canadian Lactation Consultant Association
Association canadienne des consultantes en lactation

POSITION TITLE: DIRECTOR OF COMMUNICATION

RESPONSIBLE TO:

- The Board of Directors as well as to the CLCA/ACCL membership. S/he reports directly to the Board at all board meetings and through correspondence.
- Collaborate with the Board in identifying professional development needs of members.

REQUIREMENTS: The Communications Director will

- Be a voting member elected by the membership of CLCA/ACCL.
- Be an active CLCA/ACCL member
- Be certified by the International Board of Lactation Consultant Examiners.
- Have a vested interest in the organization's well-being.
- Have good organizational and written/oral communication skills.
- Have the ability to analyze and discuss issues of policy and organizational process and function as a member of a decision-making group.
- Have the ability to present a professional image of CLCA/ACCL.
- Have administrative experience, including the ability to delegate activities and supervise others as needed.
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TERM OF OFFICE

- Two year term.
- When the Director of Communication's circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors (30 days notice).

DUTIES: The Director of Communications will:

- Respond to all Board of Directors meetings
- Respond to all Board communications.
- Prepare an annual report, e-mailed two weeks prior to Board meeting.
- Carry out Board assigned projects.

- Represent CLCA/ACCL at conferences and meetings whenever possible.
- Update, maintain and manage CLCA/ACCL social media networks and displays
- Assume overall responsibility for CCA/ACCL website
- Be responsible for membership brochure
- Transfer files and orientate incoming Communications Director

EQUIPMENT REQUIRED:

- Personal computer with capacity for Internet and email access
- Computer skills

TIME COMMITMENT:

- 2-4 hours per week

COMPENSATION:

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

REVISED ON: September 27, 2017