



Vice President of Communications Job Description and Application

VP of Communications Position Description

Vice President of Communication will: (from Bylaws)

- a) Work with communications task force leaders to accomplish set tasks
- b) Evaluate and maintain the policies/standards for written materials (Article VIII, Section I) as well as social media making sure of compliance with ECE-RJ standards
- c) Oversee coordinating, posting and updating of relevant information on the website
- d) Oversee the usage, posting and updating of all internal communication related to the URJ online ListServ platform or other member communication modality being used by the organization
- e) Oversee personnel performing functions of inputting and maintenance
- f) Maintain a relationship with the communications team at URJ
- g) Monitor the person chosen to record and disseminate minutes of Board meetings
- h) Partner with the Vice President of Finance to ensure that all expenditures align with budgetary constraint
- i) Create a formal schedule to communicate with the Vice President of Communications

Responsibilities:

- **Meetings:** Attend and participate in required board meetings (in person and via technology). Read and respond to board communications. Serve on board committees and/or limited task forces as needed. (Board meetings are monthly video calls 1 ½ hrs., yearly summer board meetings, and board meetings prior to/during yearly conference and/or Kallah)
- **Mission, Vision and Strategic Goals:** Be informed about ECE-RJ's mission, vision, values, policies and programs. Participate in annual strategic goal setting. Work as an integral part of the board to identify and surface governance or policy issues that may affect ECE-RJ's health, stability and future direction.
- **Fiduciary Responsibility:** Oversee the financial health of the organization and the appropriate use of ECE-RJ funds. Review, vote upon and regularly monitor an annual budget which reflects ECE-RJ's mission, vision and values. Be a member in good standing.
- **ECE-RJ Ambassador:** Serve as a spokesperson for and representative of ECE-RJ. Publicly support the decisions of the ECE-RJ leadership. Participate regularly in the

Listserv, social media postings, ECE-RJ Yammer, activities and work of ECE-RJ. Foster relationships with ECE-RJ members and help recruit new leadership.

- **Legal and Ethical Integrity:** Ensure that the Board and organization act in a legal and ethical manner.
- **Committee Involvement:** Act as the chair of the Communications Committee.
- **VP of Communications Special Skills Needed:** An ideal candidate will possess a variety of computer skills such as: Microsoft Word for word processing, Microsoft Excel to create spreadsheets, PowerPoint and Microsoft Publisher (or other publishing programs).
- **Time Commitment:** Maximum of 5-10 hours a month including conference calls, email communications, social media updates etc.

Name _____

Name of School/Organization _____

Position/Title Held _____

Preferred Address _____

City, State, Zip _____

Telephone number _____

E-mail address _____

VP of Communications

Professional Experience:

Recent Volunteer/Board involvement: (all organizations)

Please share your qualifications for this position and why you are best suited for this position.

Please share your social media and computer proficiency.

*Thank you and we look forward to receiving your application.
ECE-RJ Nominating Committee*