



# Communications Chair Role Description

## Role of the Communications Chair

The Communications Chair is responsible for providing timely and comprehensive information to OPPIA members about events, workshops, and other matters of interest via publications and notifications. The Communications Chair also keeps OPPIA members informed of projects, activities, upcoming meetings, and other pertinent information. The Communications Chair is also responsible for maintaining the OPPIA website.

## Responsibilities

In addition to the above role, the Communications Chair carries the following responsibilities:

- Develop communication strategy in alignment with OPPIA's strategic direction.
- Draft and deliver communication plans and messages to coordinate OPPIA activities.
- Manage and promote use of social media to engage OPPIA members.
- Serve as primary monitor of OPPIA general inbox.
- Seek assistance from the OPPIA Board and its members for compiling newsletter articles, survey questions, and other information needed.
- Coordination and distribution of OPPIA newsletter.
- Design, edit, and compile newsletter articles for OPPIA members.
- Communication of relevant information to OPPIA members including but not limited to, annual conferences, lunch n' learns, social gatherings etc...

## Other Duties

- The Communications Chair performs other duties as the OPPIA Chair or Governing Board determines necessary on a case by case basis.

## Term

- The Communications Chair will serve a term of one year, with an unlimited number of renewals.

## Time Commitment

- The time commitment for the Communications Chair is approximately 10 hours per month.