



## **DIRECTOR OF COMMUNICATIONS**

### Reports to:

The Director of Communications will report to the President of the Mississauga Camera Club (MCC)

### Job Overview

The Director of Communications liaisons with the Communications team as follows:

- Facebook
- Website
- Snapshot - approving submissions, proofreading, making suggestions
- E-mails - determining what information is dispersed from teams to the members of MCC
- Club historian

### Responsibilities and duties

- Providing direction, support and encouragement to team leaders
- Communicate relevant information to and from team leaders and Board of Directors
- Meeting with the team leaders as needed
- Monitoring team projects and attending their planning sessions
- Attending planning sessions with other Directors on the Board, under the direction of the President or a facilitator
- Participate in executive meetings
- Ensure Club sponsored activities are clearly communicated in a timely manner

### Skills Required

- Team-building
- Ability to work well with others
- Strong oral and written Communications skills
- Leadership skills
- Organized, detail-oriented
- Good listener
- Confidentiality An interest in communication tools such as website management, email, document preparation and archival