

DOGPAW
Board Member–Director, Communications
Job Description

Role Summary:

Work with Board of Directors to ensure that the organization communicates effectively with members, donors, business sponsors, governmental partners, and the community at large. **Dedicate at least 5 hours per week to your DOGPAW role.**

Specific duties of the Director, Communications

- Work with the full Board to create communication plans and at the end of each Board meeting determine communication outcomes of the meeting.
- Review and approve all public communications for the organization.
- Develop and publish regular newsletters to members & donors.
- Manage social media sites and usage, post to social media and oversee social media postings
- Manage press contacts and publicity
- Work with Board President and Treasurer to draft and publish annual report to donors.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share your skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, include fundraising efforts
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings
- Represent all those whom this organization serves and not a particular park, geographic area or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.