

Communications Committee

Reports to: GVIAS Board of Directors

Liaises with:

- BitF Production
- Dustcovery Production
- Recharge Production
- Culture Committee
- Conduct Committee
- Tech Committee
- Art Grants Committee
- Volunteer Committee

Role

The Communications Committee exists to consolidate communications functions across all GVIAS events and many of the other GVIAS committees, throughout the year. Primary responsibilities include management and moderation of GVIAS social media, creation of website content for all pages under the GVIAS umbrella (including all events), creation of official events on social media pages, and producing the (mostly) monthly GVIAS newsletter,

Organizational Goals & Responsibilities

- Clear communication to the external community that is proactive and sensitive to the issues and community members;
- View and manage all social media for GVIAS, including all GVIAS-related pages and forums on all social media platforms, including Facebook. Moderate all BitF and all GVIAS event pages;
- View and manage all content for GVIAS-owned websites;
- Monthly GVIAS newsletter preparation and distribution (Facebook and Mailchimp);
- Ad-hoc communications as needed.

Expectations

- Awareness of issues and conducting of appropriate research prior to preparing communications materials or communication to the community;
- Collaboration with other Committees, Production teams or BoD to determine their communication needs on an ongoing basis;;
- Represent GVIAS in a way that sets an excellent example to the community;
- Timely communication so that any social media issues are dealt with daily;
- Approve or disapprove any social media postings on pages that are post-controlled: all disapproved social media posts should provide an explanation;
- Keep regular and accurate minutes of any committee meetings .

- Report regularly to BoD throughout the year (committee recommendations and processes, issues, etc)
- Ensure all social media posts and conversations follow the Code of Conduct and any applicable social media rules approved by the BoD; manage such interactions and report to Conduct Committee as needed
- Use G-Suite and Drive to store all materials to ensure continuity of knowledge
- Following Code of Conduct in all interactions
- Follow all applicable BoD approved policies
- Report to the BoD and community annually at the AGM

Commitment: Year round.

Term: 1 to 2 years

Monthly:

- Steady one monthly newsletters to be drafted (2 hours per month)
- Consistent review of social media sites (Facebook) to approve postings and moderate conversations as needed (4-20 hrs per month)
- Attend regular committee meetings (2-4 hrs per month)

Multiple Terms: yes

Skills/Experience

- Minimum one year volunteering experience in team lead role or higher within GVIAS umbrella
- Strong communications skills
- Previous experience managing social media and/or writing newsletters