



Terms of Reference

Director of Publicity & Communications

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for PAYES. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

QUALIFICATIONS: Excellent communication, written skills, and advanced computer skills. Website management skills are a requirement of this position.

TERM: The Director of Publicity and Communications is appointed by the PAYES Board to serve a one-year term.

REQUIREMENTS:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel.
- Willingness to serve on at least one committee.
- Attendance at monthly Board meetings.
- A time commitment of 5-10 hours a month (includes Board preparation, meeting, committee and meeting time).
- Attendance at Annual General Meeting of the PAYES Membership.
- Be informed of the services provided by PAYES and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the PAYES Board.
- To foster a positive working relationship with other Board members, and staff.
- Be aware and abstain from any conflict of interest.

MAJOR DUTIES:

- Be present and aware of the communication requirements as a result of decisions of the Board.
- Prepare in draft, publicity and other communications for PAYES as determined necessary to carry out the decisions of the Board, and circulate to all Directors. This may be in support of a Board meeting and upcoming decision, or to finalize the communication requirements as decided by the Board.
- In conjunction with the Secretary, submit communications to the relevant agencies where communications will be available to the public. This will include local newspapers, local information bulletins, and any other media postings.
- Maintain the PAYES website to ensure that information is current, and accurate.
- Adhere to general duties outlined in the Board member job description.