



VP, COMMUNITY ENGAGEMENT

The purpose of the VP, Community Engagement role is to oversee the communications and revenue generation efforts of the AFP Edmonton & Area Chapter; ensure consistent communication and marketing; and intentional community and stakeholder engagement activities that align with the Chapter's values, goals and objectives.

Roles and Responsibilities:

- Provide support to the Director, Revenue Generation to increase revenue generation for the Chapter to provide valuable programs and services for the membership of the Chapter
- Provide support to the Director, Communications to ensure that marketing and communication efforts are coordinated and effective in reaching target audiences
- Work in conjunction with the Executive, Directors and Committee chairs to generate the widest possible publicity and promotion for Chapter activities.
- Actively participate in strategic planning and implementation
- As part of Nominating Committee, be actively engaged in board recruitment efforts
- Attend regularly scheduled Board meetings and retreats
- Attend regularly scheduled Executive Committee meetings and contribute to board oversight as a member of the Committee
- As part of the Executive Committee, provide oversight and management of Administration contract
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

Length of Term: 1 year terms with the maximum of two terms total in the Executive position

Average Time Commitment per Month: 10-15 hours per month

- Board Meeting: 1 hour monthly
- Strategic Planning Meeting: 1 hour monthly
- Admin/Exec Meetings: 1 hour monthly
- Committee Meetings: 2-3 hours monthly*
- Portfolio Work Time: 5-9 hours monthly*
- Total monthly commitment: 10-15 hours per month

**It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*



Administrator Responsibility to Portfolio

- Add information into project management software that needs to be included in the newsletter, website and social media as tasks for the communication committee.
- Provide career opportunities and event information to committee/webmaster for posting/updating
- Provide support as requested and as approved by the Executive Committee within the general duties outlined in the administration contract