

Volunteer Position Job Description

Position Title: Marketing and Communication (MAC) Committee Member

Work Location: SWESA office and/or home of committee member.

Purpose of the Position: Work with committee chair and committee members to develop strategies and resource materials that promote awareness of SWESA's programs and activities.

Responsibilities and duties:

- Attend monthly committee meetings.
- Take responsibility as assigned for investigating (e.g., getting cost estimates), researching (e.g., finding out what other seniors centres do) or developing (e.g., drafting a letter, news articles, etc.) items on the agenda.
- Provide your perspective on communication to SWESA members.
- Maintenance of SWESA website.

Reports to: MAC Chair

Qualifications: Understanding of SWESA, interest in communications and basic computer skills (e.g., able to read and create word documents on email). Any background in the following would be helpful but is not mandatory:

- newsletters, website maintenance, writing, social media approaches.

Commitment: Approximately 3 hours/month for meetings and some additional time working on an area of responsibility.

Training: an orientation to SWESA and the MAC Committee will be provided.

This document was updated on February 4, 2020.