



OHVMA Board Member Position Description

POSITION TITLE: Communications Chair

To promote the wellbeing of OHVMA through recruitment, retention, and succession planning. To advance the profession of healthcare volunteer administration through education, leadership, development, and networking

Scope:

The Communications Chair provides timely, consistent, and comprehensive information to OHVMA members about programs, events, meetings, and other matters of interest via association publications, notifications, website, social media, etc.

Qualifications:

- Active member of OHVMA, in good standing.
- Employed as a Healthcare Volunteer Management Professional.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the position.

Responsibilities:

- Provide timely, consistent, and comprehensive information to prospective, new, and current OHVMA members about programs, meetings, events, etc. via email, social media, OHVMA website, etc.
- Update OHVMA website to maintain consistent information, messaging and OHVMA branding.
- Create, edit, and update OHVMA events, schedule event emails (registration, reminders, etc.), on the website to promote district education/meetings, webinars, annual conference, etc.
- Develop, update, and monitor OHVMA's communications policies, social networking accounts, Ask Your Peers forum, etc.
- Form a communications committee or web master/social media committee, when applicable, with current OHVMA members.
- Maintain written record of activities, including written and oral reports, for the Annual Report for the Annual Conference.
- Attend and report out at Full Board meetings.



Term:

- 2 - year appointed term.
 - Appointed by President and Executive Board (Please reference OHVMA Board Structure).
 - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.