#

 **VOLUNTEER POSITION DESCRIPTION**

 **Communication Committee Graphics Design Volunteer**

**Position Description**

Title: Communication Committee Graphics Design

Volunteer Term: 1 year

Reporting to: Communication Committee Chair

Duty Level: Vote on Communication Committee

**Primary Objectives of the Communication Committee**

• Pursue fulfillment of Communication Strategy

• Maintain website, Facebook, and Twitter accounts

• Plan and implement advertising campaigns

• Report on aphasia recovery research on website

• Pursue education of the public and of health care professionals

**Responsibilities: All Committee Members**

• Actively participate in committee meetings

• Participate in pursuing the objectives of the committee

**Responsibilities: Graphics Volunteer**

• Work with current Aphasia Nova Scotia logos and other graphics to produce versatile images

 with a professional appearance

• Create professional copyright-free graphics for Aphasia Nova Scotia

• Assist with production of media and promotional items incorporating Aphasia Nova Scotia

 graphics, when needed

CC Graphics Design Volunteer Position Description 1/2

**Requirements**

• Creativity

• Skill with digital images and graphics

• Knowledge of high quality graphics such as vector graphics

• Interest in supporting individuals with aphasia

• Ability to commit to participate in committee meetings and activities

• Reliability

• To become a member of Aphasia Nova Scotia (no membership fee)

• Completion of Aphasia Nova Scotia volunteer orientation

**Training and Orientation**

• Orientation and training will be provided for volunteers (1-2 hours)

• Need for specific training will be identified in collaboration with the Committee Chair and

 Volunteer Coordinator

• Facebook/Twitter posts will be directly monitored by the Communication Chair for the first

 month

**Support**

• Periodic check-in with Volunteer Coordinator to review volunteer satisfaction, meeting of

 expectations, and to identify any need for professional development

**Time Commitment**

• Monthly committee meeting (2 hours; to be scheduled according to the availability of

 committee members)

• Aphasia Nova Scotia has a number of graphics and image needs that await attention on an

 ASAP basis

• Subsequent to resolving initial issues, help will be requested on an "as needed" basis, and the

 time commitment is likely to be minimal

CC Graphics Design Volunteer Position Description 2/2

Updated by Volunteer Committee Chair May 2016.

Approved by Communication Committee Co-Chairs May 2016.