**Title:** **Communications Director**

**Term Renewed:** Even Years

**Purpose:** To ensure the Island Lakes community resident members are informed about ILRG activities, community projects, events and issues.

**Role:** The Communication Director will plan, organize and distribute information to resident members to help them stay informed.

**Responsibilities:**

* Prepare and send out newsletters and notices as required.
* Maintain the ILRG website to ensure it is up-to-date.
* Put up notices within the community to advise residents of upcoming ILRG events.
* Send out notices by email or on Facebook about relevant community issues.
* Maintain Facebook account by approving members, monitoring posts and answering questions.
* Answer questions or concerns of residents by phone or email.
* Hold committee meetings as required.
* Attend monthly Board meetings and provide a progress report.
* Prepare an annual report and present it at the Annual General Meeting.
* Participates in all ILRG community events.
* Promote the ILRG throughout the community.