

Role Specification Document: Nominations Committee of Q&B – Mar 2020

Post Title:	Communications Working Group Member
Outline role description:	Assist in the coordination - through the working group – of the communication of what Q&B does to its members and organisations within and beyond the Quaker community.
Main responsibilities:	<ul style="list-style-type: none"> • Ensure that working group tasks reflect Q&B's strategy, themes and projects • Assist in defining Q&B's messages, and their format • Monitor and refine content of electronic/social media activities, such as: <ul style="list-style-type: none"> ○ Q&B website ○ LinkedIn group ○ Twitter ○ Facebook, and any other discussion groups • Maintain, refine and distribute paper based promotional and event support items • Support other Q&B members in the writing and publishing of documents • Encourage Q&B members to talk to organisations about what the group does and wishes to do • Together with the convenor, support other members of the working group • Take part, where necessary, in Skype working group meetings to discuss project progress, and review and contribute to the report submitted to the three times a year Management Committees.
Qualities, skills and experience required:	<ul style="list-style-type: none"> • Organisation skills • Communications skills, written and verbal • A good level of computer literacy, including email and social media skills • Sales and marketing skills would be valuable
Member/Attender requirement:	No specific requirement
Knowledge of Quaker Business Method:	Desirable – training available

Time requirement:	This is on a needs basis, and tends to be project based, so low most of the time, with then a need for a higher level of input over a short period of time
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