



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

Communications Director Board Member

Role:

- Responding to advertisement inquiries and creating paid e-Blasts
- Forwarding requests for website advertisements to Administrative Coordinator
- If time permits, provide social media support for BCPTA accounts
- Attend board member meetings which are in the evening and there are approximately 4-6 meetings from September – June
- Write a report on duties undertaken as Communications Director prior to each board meeting and send it to the board and committee members prior to the meeting.
- Vote on any decisions that the board is required to vote on

Time commitment: 4-6 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.