	Association of Oncology Social Work **Operations Manual – Job Description**	Date Approved	08/03/06, 6/7/2021
		Dates Revised	12/21/07, 10/13, 6/18
	Communications Director	Dates Reviewed	12/21/07; 2/5/08, 10/11, 10/13, 6/18, 5/11/21, 6/7/21; 1/26/23; 6/17/24

I. Job Summary

The Communications Director is elected by the membership and serves for a three-year term. The Director oversees all aspects of the Communications Committee (see separate policy and procedure). The Director will coordinate, in conjunction with management, the activities of the AOSW Connections Newsletter, SWON, website, and public relations with members appointed to direct these activities. The Communications Director reports to the President.

II. Duties and Responsibilities

- **A.** Attends Board meetings and provides a monthly written report concerning the activities and projects of the communications committee.
- **B.** Board Liaison to volunteers managing the publication of the AOSW Connections Newsletter with the appointed/hired editors. (see Newsletter PP)
- **C.** Board Liaison to volunteers managing AOSW website with the management company. (see Website PP)
- **D.** Reviews and approves educational posts for SWON with the appointed moderators. (see SWON PP) Research and survey requests are elevated to the Research Director. Management sends eblasts.
- **E.** Board Liaison to volunteers managing social networking with the appointed Coordinator of Social Networking on the Committee and management company.
- **F.** Coordinates communication with outside organizations requesting access to AOSW's Communications formats.
- **G.** Maintains communication with the AOSW Board and management regarding status of new and ongoing communications committee projects.
- **H.** Shall orient successor to policy and procedures for this position.
- **I.** Review job description prior to end of term.

III. Qualifications

- **A.** Active membership in AOSW.
- **B.** Must be able to attend AOSW conference every year of term of office, extenuating circumstances will be considered.
- **C.** Proficient in written and oral communication in English.
- **D.** Skilled in managing volunteer relationships.
- **E.** Must adhere to the NASW Code of Ethics.