

Role Specification Document : Nominations Committee of Q&B

Post Title:	Communications Working Group - Member
Outline role description (1 sentence) :	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:	Moderate
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