



FROST STUDENT ASSOCIATION

Job Title: **FSA Director of Communications**
Appointment Term: **September - April**
Reports to: **Frost Student Association Board of Directors**
Hours of Work: **10 hours per week**
Wages: **\$675.64 monthly honorarium**

To run for this position, you must be a full-time student registered with the Fleming College, Frost Campus for the 2024-2025 academic year.

The Director of Communications shall:

- Ensure that event information and meeting minutes are regularly updated on the FSA website.
- Ensure that the resources, policies, and director information published on the FSA website are current and correct.
- Manage the FSA social media accounts.
- Poster approval.
- Work with the board to create content for social media as needed.
- Produce a weekly newsletter for students, to be distributed via email and social media.
- Actively participate in the Board of Directors 's weekly meetings.
- Respond to emails in a timely manner.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director’s annual activity, and provides suggestions for activities moving forward (this must be completed prior to receiving the last payment of honorarium)
- Perform other duties as prescribed by the President or the Board.