



**Position Description - Communications Non-Executive Director, Member of the Board
(Volunteer role)**

Who we are: *The CBR Gals Network is a feminist not-for-profit organisation that consciously connects and advances Canberran women and amplifies their businesses.*

We know all too well that Canberra is ‘just so easy!’—to get around, to work, and, more generally, to live. But one thing that is also ‘just so easy’ about the Bush Capital is getting into a bubble. That means for both gals born and bred and international people to interstate students, meeting new people and networking can be hard.

That’s why we created the CBR Gals Network to encourage women to get to know one another outside of the Canberra bubble, celebrating their unique differences and fostering an inclusive culture in Canberra.

Non-Executive Director of Communications	
Role Purpose	<p>We are looking to bring in a Non-Executive Director to oversee the communications affairs of our organisation.</p> <p>In this role, you will be responsible for managing the CBR Gals communications activities. In addition to marketing, you will work with the board of directors to provide advice regarding potential opportunities, risks and implications of future marketing plans. You will provide advice regarding grants, proposals, events and plans for the achievement of our strategic plan.</p>
Location	<p>The role is located within Canberra, Australian Capital Territory (unless otherwise specified) and will be carried out remotely, and at regular ACT-based events.</p>
Qualifications and skills	<ul style="list-style-type: none"> ● In-depth knowledge and ability to interpret and maximise the use of sophisticated market research data. ● Previous experience working as a communications professional, in marketing or events. ● Excellent communication and forecasting skills. ● Detailed knowledge of not for profit legislation. ● Knowledge of marketing techniques and programs. ● Advanced project management skills. ● Ability to write and present analytical reports.
Core responsibilities	<ul style="list-style-type: none"> ● Develop plans to achieve revenue and profit margin projections.



		<ul style="list-style-type: none"> ● Create the strategy and deliver an in-depth communications forward plan. ● Formulate marketing policies and strategies based on market intelligence and research projections. ● Implement and monitor the progress of marketing plans and advertising campaigns. ● Personally, carry out administrative duties as assigned by the Chair/Executive Director ● Advise the Board on risk assessments. ● Maintain the communications systems and policies controlling the company's communication activities. ● Implement legislative and communications policies. ● Serve on the Executive Advisory Committee between Board meetings. ● Follow the appropriate communication channels and follow all policies and procedures designated throughout the full organisation, if unsure of any procedure contact the Chair/Executive Director. ● Serve on Board committees as required. ● Attend all events.
	<p>Other duties</p>	<p>From time to time, the Board Member may be required to undertake some other duties to support the CBR Gals Network. Examples include</p> <ul style="list-style-type: none"> ● Representin CBR Gals Network at meetings, forums or events as required by the Board President, and liaising with the CBR Gals Network stakeholders. ● Actively participating in organisational planning and team culture activities. ● With the Chair/Executive Director, prepare the agenda in advance of each Board meeting ● Taking minutes at each Board meeting and circulate them to all members. ● Handling the procedures for the admission of new members and the resignation of members with the chair ● Handling the procedures for the discipline, suspension and expulsion of members