

Job Description – Communications Officer

Non-voting members

- Elected as a non-voting officer of the Board
- Attends a minimum of 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is encouraged to contribute to discussions
- On all matters of business, confidentiality is essential
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children
- Participates in June orientation and handover meeting

Summary of Role

Manages social media posts, advertising/marketing for the school events & fundraisers, creates the yearbook

Role is supported by President/VP and works closely with teachers and Fundraising Officer

If you are interested in learning more about this role, please contact our Registrar at registrar@lakeshorenursery.com for more details.