

Call for Volunteers

Position: ACUA Community Director

Number of volunteers needed: 1

Time Commitment: The volunteer should expect to spend 1-5 hours per week, plus participation on Communications Committee conference calls as needed (typically a 1 hour meeting every other month). Minimum of one year commitment with the option of annual renewals over three years.

Committee Description: The purpose of the Communications Committee is to provide ACUA members with accurate and relevant information through various communication channels. The Communications Committee Chair oversees the activities of the Journal Editor, Web Services Director, ACUA Community Director, and the Social Media Director. The ACUA Community Director reports to the Communications Committee Chair.

Task Description:

The purposes of the ACUA Community Director position are to promote positive interactions in Connect ACUA and to oversee the administration of Connect ACUA.

Specific tasks include the following:

- Log in and review community content at least once per week.
- Encourage discussion in Connect ACUA by posting and replying to threads, developing automation rules, locating topic experts to respond to questions, and sharing information regularly.
- Promote Connect ACUA to membership by sharing benefits through various media.
- Provide support and perform research for any community-related initiatives.
- Monitor and report on Connect ACUA engagement stats.

Qualifications:

- Current ACUA member in good standing
- Familiarity with message boards
- Willingness to interact with others online
- Ability to commit 1 to 5 hours/week interacting on message boards

Expectations:

- The ACUA Community Director shall make periodic reports to Communications Chair on activities and recommendations as well as provide an update on activities for the ACUA Annual Report published in August.
- The ACUA Community Director will submit a budget request to the Communications Chair each summer to cover activities for the upcoming fiscal year (January–December).
- The ACUA Community Director will submit goals to the Communications Chair annually in October.
- The ACUA Community Director shall manage any sub-committees formed for community-related initiatives.

Interested? Please contact Meaghan Smith, Communications Committee Chair, at smimea@ohsu.edu. Thank you for your consideration!