



**Canadian Hemophilia Society,
Manitoba Chapter**

944 Portage Avenue
Winnipeg, Manitoba
R3G 0R1

Telephone: 204.775.8625 or toll-free 866.775.8625
Fax: 204.774.9403 Email: chsmb@hemophilia.mb.ca

Volunteer Opportunity Title: Chair – Communications Committee

Organizational Impact:

Assist in the development and promotion of the communication strategies directed to Chapter members and the public in keeping with the Chapter's strategic plan on all matters that impact those living with inherited bleeding disorders.

Position Summary:

Chair meetings, Work with the Executive Director and committee members to ensure that tasks and initiatives of the committee are carried out. Collaborate with other committees and special projects to promote member and public information as it relates to those living with bleeding disorders.

Responsibilities and Duties:

- Chair meetings
- Work with the Executive Director and committee members towards achieving the strategic directions of the Board
- Assist in the development of stories and news items for publication in Hemophilia related publications and other media formats
- Work with other committees in promoting the activities of those groups
- Assist in webs site content recommendations
- Collaborate with members to gather “stories” for future public interest purposes
- Report on the activities of the committee to the membership and the Board

Preferred Skills / qualifications / experience: Demonstrated leadership skills, good written and verbal skills, ability to collaborate and work with others, able to respect individuals and group work, uphold the mission and vision of the Chapter in all work related to the committee.

Skills Gained: Enhanced knowledge of media and communications strategies, strategic positioning related to various issues. Enhanced personal confidence in communications and working with groups.

Training / Support: Existing committee membership, Board and Executive Director to provide support and guidance in all activities related to the work of the committee

Additional Checks: N/A

Time Commitment: Approximately 1 – 2 hours a month

Start / End Dates: Open – meetings are currently held in the early weekday evenings (6–7 pm), 6 – 8 times a year or as required

Start / End Time:

Number of Positions: Currently occupied but open to an interested and qualified volunteer

Opportunity Location: Meetings at the office and work from home via internet and email

How to Apply: Fill out the volunteer application and send with a cover letter to the Executive Director

Contact Name: Christine Keilback

Title/Role in Program: Executive Director

Address: 944 Portage Ave. Winnipeg, MB R3G 0R1

Tel: 204-775-8625

Cellular:

E-mail: chsmbcomcommittee@mts.net