



FIGT Communication Co-Chair Directors Role Description*

*We are seeking to fill the co-chair Directors roles for the 2020-2022 term. Two candidates will be selected this year.

The FIGT Mission

Families in Global Transition is a welcoming forum for globally mobile individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

FIGT Communication Co-Chair Directors Overview

The Communication Co-Chair Directors share the position of leading all communications related to FIGT. The co-chairs collate and execute all communications concerned with the marketing of FIGT and the organization of events (online/virtual and the Annual Conference). The co-chairs support the FIGT Board of Directors through planning and implementing diverse and varied communications activities to support each facet of FIGT and the Communications Committee. The co-chairs enable FIGT to speak with one voice, always seeking ways in which FIGT can connect, serve, and support the FIGT global community. The co-chairs report to the FIGT Secretary.

Top Responsibilities and Tasks

- Recruit, interview, train and lead the communications committee team.
- Delegate tasks accordingly to communication committee team (currently 8 members).
- Create communications and marketing strategy including decisions on public relations, outreach, and communication vehicles and develop content to be used for all messages.
- Create communications timelines using input from our Board Director discussions. Gain clarity and decisions on timelines related to any initiatives requiring communications support.
- Oversee newsletter, blog content additions, and full social media portfolio. There are committee members who oversee each of these aspects of the role.
- Work with Social Media Lead to plan Focus themes and create aligned content which might include blog posts, webinars, panels, video interviews and other online content.
- Coordinate with other FIGT Board Committees on their communication needs. Provide content creation, editing, and dissemination support to multiple committees and projects, including Membership, Programs, Nominations, and website management.
- Promote our efforts on social media and encourage use of social media among the Board members.



- Work with the Programs and Logistics teams ahead of and during the annual FIGT conference to organize communication collateral (e.g. banners, graphics, program app, etc.).
- Plan and implement any live streaming, videoing, interviewing, etc. required throughout the year for our social media and annual conference.
- Fulfill monthly report for General Board Meeting.

Ongoing Communication Co-Chair Director Projects (Training/Orientation from predecessor required)

- Maintaining the yearly communications plan including:
 - Monthly Newsletter
 - Blog
 - Social Media (LinkedIn, Facebook, Twitter)
 - FIGT Focus content creation and sharing
 - Website
 - FIGT Affiliate guidelines
 - Conference outreach
 - Conference App
- Online infrastructure strategy
- Team strategy
- Awards and Recognition
- Research Network Liaison

Time Requirement

Approximately 25-30 hours per Director, per month. Time commitment may fluctuate depending as need arises. Anticipate increased time commitment as the annual FIGT conference approaches.

Numbers below indicate how much time is spent each month on Communication co-chair duties. This does not include the amount of time taken to participate in monthly General Board Meetings and the additional time the director might volunteer to help others’ work on the board. **Please note:** the time invested in this role may increase/decrease depending on the strategy and needs for each year **and** when the annual conference takes place. All directors are expected to participate in the monthly 2-hour board meetings (may require late or early morning calls).

Time Requirement (in hours per month)

Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
30	30	30	30	35	40	20	25	25	25	25	25

Full term of office will commence on October 1, 2020 and end on September 30, 2022. We request that you are available from August 2020 onwards to start the onboarding process.



Critical Skills and Experience

All Board Members are expected to be able to use Google Drive and WhatsApp and work in virtual environments. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

- Strong communication skills
- Excellent copywriting and editing skills
- Ability to communicate effectively across cultures
- Team building and leadership skills, especially as it relates to the communication committee management
- Strategic thinking and marketing skills to plan communications for the year including FIGT newsletters, blogs, social media, conference app, etc.
- Skilled in social media platforms and analytics
- Organizational skills to coordinate communication aspects for the annual FIGT conference (coordinate live streaming, conference app, promotional material like banners, signage, flyers, etc.)
- Adaptability to differences and ability to handle pressure
- A sense of humor and creativity
- Willingness to learn new skills on the task
- Outstanding skills to lead informally and align communications with other Board Directors such as FIGT Affiliates, Nominations, Membership, Sponsorship, and Research and Education
- Ability to respond quickly and sensitively to any emerging issues or crisis situations
- Comfort with diversity and fast-moving change are essential

General Responsibilities & Requirements for all Board Directors

- Current FIGT member.
- Must have attended an FIGT Annual Conference or volunteered for 12 months with an FIGT Committee.
- Ability to commit to 25+hours every month of volunteer work for Board position role
- Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise there may be more than one each month.
- Attend the 2021 and 2022 Conferences, including the in-person Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference.
- Prior experience managing cross-cultural teams in diverse locations.



- Prior experience working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
- Available for on-boarding training during August and September 2020 (including attending the September General Board Meeting, meeting with predecessor, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports (FIGT Secretary).