



# NorthWest Augmentative Communication Society

[www.nwacs.info](http://www.nwacs.info) | [info@nwacs.info](mailto:info@nwacs.info)

## **Board Member Role: PROJECT MANAGER**

### Board Member Benefits:

- Connect and network with colleagues and mentors in the field of AAC
- Learn and grow your knowledge in AAC/AT
- Complimentary conference registration
- Flexibility and support from your fellow board community
- For professionals:
  - continuing education opportunities
  - an activity to add to your curriculum vitae

### What You Can Expect As A Board Member:

- Length of term: no requirements; ideally at least 2 years
- Meeting attendance
  - Monthly board meetings (~1 hour)
  - Volunteer meetings (~1 hour; biannually to quarterly)
  - Evening Seminars (~1 hour; biannually)
  - Annual Fall Conference (full-day event once per year)
- Contribute 1-2 blog posts per year

### General Responsibilities:

- Attend and actively participate in monthly board meetings, including sharing relevant updates
- Attend other NWACS events to support our mission, vision, and values
- Report input to the President or Vice-President in advance of a board meeting you will be missing
- Respond to board emails in a timely manner
- Participate in projects or committees
- Assist in recruiting volunteers and future board members
- Contribute to the NWACS blog as you are able

### Specific Responsibilities:

- Report to President to support NWACS project implementation
- Oversee and track project proposals, ideas, and timelines
- Support projects by delegating and maintaining timelines
- Solicit volunteers and/or board members to help with projects
- Work with Volunteer Coordinator to engage volunteer support for projects
- Delegate tasks to meet timelines and complete tasks
- Work with web team on marketing, branding, and promotion of projects