

## VOLUNTEER POSITION DESCRIPTION

**Position:** Community Relations Committee  
**Time Commitment:** Various, dependent upon role  
**Reports to:** Community Relations Manager



## RESPONSIBILITIES and ORIENTATION

The Community Relations Committee is a standing committee of the Shalom Counselling Board of Directors. The Committee enables the Board to fulfill its obligations under the Alberta Societies Act and its Organizational Bylaws related to raising funds and fostering community awareness in support of Shalom's work in providing counselling and community education. The Community Relations Committee provides direction and support to the community information/awareness and fundraising initiatives of Shalom.

Committee members can take on various roles, as follows:

- Engage in the planning and implementation of community awareness and fundraising initiatives, by attending committee meetings and special events,
- Hold a specific role to support the plans of community awareness or fundraising initiatives (i.e. assist with special events decor), OR
- Fulfill a specific 'day of' task for special events.

**Time Commitment:** The Community Relations Committee meets 4 – 6 times per year. Other roles would depend upon the task you sign up for and how much time you are able to give. Shalom staff work with our volunteers to create suitable assignments for each person, dependent upon your availability, interest and skills.

**Orientation** – All volunteers receive an orientation to Shalom Counselling Centre, as well as training specific to their role.

[For more information about this volunteer opportunity or to obtain a copy of the Committee Terms of Reference, please contact:](#)

Bonnie Joyes  
Community Relations Manager  
Shalom Counselling Centre  
403.342.0339  
bonnie@shalomcounselling.com

Visit our Get Involved page on our website to apply: [www.shalomcounselling.com](http://www.shalomcounselling.com) or call Bonnie to set up an appointment.

*Helping Our Neighbours Find Peace*