

St Clements Social Justice Group –Chair position

This is a volunteer position. The Chair runs the monthly meetings, communicates with Parish Priest and Receptionist on potential events, reaches out to potential speakers within the community, and works closely with the coordinator so he/she can perform the required administrative duties to ensure effective meetings and events occur. The Chair will gather resources and event information regarding Social Justice issues to update the website, bulletin and for consideration of future events.

St Clements Social Justice Group – Coordinator position

This is a volunteer position working closely with the Social Justice Chair to ensure smooth running of meetings and events and clear communication within the group, to the Parish staff, attendees of events and speakers. There may be some marketing duties required. Good communication and logical thinking skills required.

Key tasks include (but are not limited to):

- Setting date and location of monthly meetings
- Communicate this information to group members and parishioners
- Set agendas for the meeting in conjunction with the Chair
- Attend and record notes during meeting and email to the group
- Preparation of marketing materials as required, bulletin announcements, web site updates and flyers
- Attend events and track attendees