

ROLE: Communications Officer

RESPONSIBLE TO: Chairman

PURPOSE: Responsible for managing the club's communications & website

COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- To be responsible for the management of the club's website.
- To be responsible for management of club's communications, ensuring that distribution lists are upto date to ensure the current membership is included.
- To manage the club's database of members information held, including the removal/archiving of data in accordance with the club's privacy policy.
- Update the club calendar to record club training & events.

Skills and Qualities

- Computer literacy
- Organised
- Methodical
- Respect of confidentiality
- Tactful and discrete

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| NAME | Graham Anderson | | |
| SIGNED | | DATE | |