

POSITION DESCRIPTION

Communications Manager



Committee Role

General committee position, has a portfolio and a role.

Objectives

- To provide coordination of the club's website, social media activities, direct mail-outs and any other form of communication.
- To provide content for all forms of communication.
- To provide support to the executive committee through the efficient operation of social media.

Responsibilities

- Develop and maintain the club's communication and manage its ongoing administration.
- Collate and submit club notes, promotions & write ups for the Elvee.
- Liaise with stakeholders to ensure the Communications reflects current opinions of the club.
- Oversee and support the website and social media officers.
- Oversee maintenance of club website on behalf of all club members & provide details to the club secretary when required.
- Ensure all articles and photographs comply with federal and state legislation in relation to privacy, gender, race and religious regulations.
- Assist other committee members in their duties with communication support as required.
- Organise photography where required.
- Organise informative articles where required.
- Organise current news for stakeholders e.g. events, results, appointments, fundraising activities etc.
- Coordinate local media for the club.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the secretary.
- Liaises with database manager.
- Liaises with the executive for revenue generation and the sponsorship manager.
- Liaises with the president, executive committee and all club members.

Accountability

- The communication manager is accountable to the secretary.
- Provides a report on any aspect of communication operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.