

## Position Description: Communications Manager

The Communications Manager is responsible for timely and professional communication to members and other interested parties. Communication can be via email, newsletter, website, social media, mail outs or other mediums deemed appropriate. Activities include but are not limited to:

- a. Ensure Members and Associate Members are informed of key events and information at the Club by use appropriate medium.
- b. Market the Club through local schools, media and community including registration advertisements.
- c. Develop and update annual communications plan.
- d. Regularly update the Club website or liaise with Web Site Manager for the same
- e. Seek input from committee members and publish monthly Club newsletters in football season.
- f. Provide regularly and timely updates via the club website, Facebook and other media as per communication plan.
- g. Coordinate preparation and publication of the Year Book

The Communications Manager is a member of the General Committee and reports to the Secretary.

<b>Reports to</b>	<b>Member of Standing Committee</b>	<b>Expected time commitment</b>
Secretary	N/A	4-7 Hours per month