

Job Description - (Communications Team Leader)

Scope

Accountable to Board of Directors, serves as senior person responsible for coordinating a broad communications program for the Club.

Key Responsibilities and Duties

1. Communicate electronically or by other means with members about recent or upcoming events.
2. Liaise with Membership Team Leader to obtain email addresses of members.
3. Manage and maintain a website to inform members and site visitors about matters related to the Club, such as social activities and bowling events.
4. Orient all Team Leaders to steps necessary to add material to Club calendar.
5. Manage the corporate “look” of all publications, both online and on paper. Develop or review Club’s corporate image and ensure all publications reflect this image. Assist other Managers as they update their publications to reflect Club’s corporate image.
6. Develop and/or review guidelines for what is appropriate to publish and vet messages members wish to broadcast to ensure they adhere to these guidelines.
7. Recruit team as necessary, (ie. Newsletter).
8. Liaise with President to maintain communication with Board of Directors.
9. Work with the Treasurer to prepare and review annual budget.
10. Assist with recruitment and training of a Club member to assure future leadership in this position.

Target Dates

1. Notifications about Open House (first Saturday in May), before season begins.
3. Website kept current throughout year.
4. Weekly or as necessary newsletter to members.

September 2019