



## **Communications Coordinator**

The Communications Coordinator is the main channel of information between the \_\_\_\_\_ RUFC and its members. Information may come from the club itself, SA Rugby, ARU and/or outside agencies.

The Communications Coordinator will also deputise for the Secretary from time to time.

The Communications Coordinator is directly responsible to the Secretary and the members of the club.

### *Responsibilities and Duties*

As Communications Coordinator

- Communicate information between SA Rugby/ARU and the club and its members.
- Disseminate by email, website, notice and/or newsletter, any information from within the club and outside the club, relevant to all members.
- Oversee the management of the club website
- Act in conjunction with the Committee for the marketing of the club to the community and to potential new members.
- Assist the Secretary/Registrar with the maintenance of the club membership database.

### *Knowledge and Skills Required*

Ideally the Communications Coordinator is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has good knowledge of computer based communication systems
- Can manage a computer database and email system
- Can publish a simple but effective newsletter or bulletin

### *Estimated Time Commitment Required*

The estimated time commitment required as the Communications Coordinator is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours out of season.

The Communications Coordinator is appointed for a period of 12 months by the Club Committee.

**SUCCESSION** : The Communications Coordinator should acquire skills to enable him/her to succeed to the position of Club Secretary when required.