



Volunteer Position Description

Communication Coordinator

The Communication Coordinator is responsible for all communication material for the club.

Responsible To

The Communication Coordinator is directly responsible to the President and the club members

Responsibilities

The Communication Coordinator should:

- Issue weekly newsletters;
- Organise Club Year Book;
- Manage the Clubs Facebook account to keep members informed and engaged;
- Prepare all club general communication material, including all start of season correspondence to schools and newspapers;
- At the beginning of the season create new group chats in messenger per the below naming conventions:
 - RedAnt's Under 6's 20**
 - RedAnt's Under 8's 20**
 - RedAnt's Under 10's 20**
 - RedAnt's Under 12's 20**
 - RedAnt's Under 14's 20**
- Organise Team Photo's;

Initial Duties

Once elected to the role, the Registrar should:

- Obtain access to registration database for communication to club members;
- Obtain access to facebook page;
- Obtain access to Canva account.