# **COMMUNICATIONS**

# **REPORTS TO:** Warrington Surf Life Saving Club Committee

# **KEY RESPONSIBILITIES:** Manage the club communication to ensure the Warrington Surf Life Saving Club achieves its strategic goals.

# **TASKS ASSOCIATED WITH THE ROLE:**

# Ensure all Club Communication is professional, timely, accurate and informative

# Work with Treasurer and Administrator to ensure all club email address lists are kept up to date for communication with club membership.

# Work with the Chair and Administrator to send club email (through warringtonslsc@xtra.sco.nz) and messages/information through social media.

# Manage social media communications and accounts, including the encouragement of members to post updates (with your approval).

# Maintain open communication with the Warrington SLSC Club Committee members

# Ensure accurate systems for handing-over to the next person taking on the role.

# Organise submissions to local newsletters, newspapers as relevant