



Sacred Heart Pymble Football Club

Position Description

TITLE:

Communications Officer

OBJECTIVE:

To manage formal club communications

RESPONSIBILITIES / TASKS:

Prepare notices for school newsletter and website (approx. 1 per month with many repeats of previous years and hence already drafted)

Liaise with school and web administrator regarding placing notices

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Attend: 6 x 2hrs

Prepare notices and liaison: 2 hrs per month from Jan-August

Considered as average hours per month over the year: approx. 2.5 hrs per month including committee meetings

RELATIONSHIPS:

School: Submission of notices for newsletter

Web administrator: Submission of notices for website

Members: Member communication

President and Committee: Notice requests

ACCOUNTABILITY:

President

ESSENTIAL/DESIRABLE SKILLS:

Written communication skills