

Communications Coordinator's Roles and Responsibilities (Officer Position)

The Communication Coordinator is responsible for preparing, organizing and executing marketing and advertising efforts using various media, and keeping members informed about club events and related information.

Responsibilities:

- sets up a communications committee as and when required
- if the cub is issuing a newsletter:
 - prepares and distributes the newsletter on club events and related information
 - solicits articles for inclusion in the newsletter
- distributes notices, agendas for general meetings, minutes of general meetings, and other club related information to members as and when requested by the Board of Directors or Coordinators
- advertises and markets the club and its activities as and when requested by the Board of Directors
- provides updates to the Board of Directors as required with recommendations for improvement