



Castle Hill & District Probus Club Inc.

ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

COMMUNICATIONS OFFICER

The Probus Communications Officer will

- attend all Management Committee meetings
- attend to the communication needs of the club including
 - receive weekly updates from all Auxiliary Coordinators
 - receive updates from Management Committee
 - produce a weekly news email
 - update all information on the club's website including
 - maintenance of all club website pages
 - maintenance of the club's calendar
 - updating Activity Group Coordinator details
- maintain a member email distribution list as advised by Membership Officer
- maintain list of club email addresses to protect privacy of members
- liaise with Newsletter Editor when required
- liaise with the club Web & Mail Administrator when required

The Probus Communications Officer will need to be proficient in the following skills

- email and contact lists
- word processing and spreadsheets
- document conversion (eg Word and Excel to pdf)
- basic web site maintenance