

Wellington Tramping & Mountaineering Club

Role Description



Revised Jan 2014

Position: Communications officer

Responsible to: General Committee

Responsible For:

1. Developing [annually revising] a communications plan that sets the strategic direction for the club's communication – all relevant audiences, including members and prospective members.
2. In the development [revision] of this plan, consulting widely with club members so that the plan has wide buy in.
3. Working with the committee, particularly the Promotions officer, to coordinate implementation of this plan. (The plan may also involve the creation of new volunteer roles on an on-going or project basis that carry specific responsibilities in terms of implementation, or assigning specific responsibilities to existing committee members.)

Liaison:

The Communications Officer will maintain adequate liaison with:

1. The Promotions officer, when developing the plan and determining how implementation tasks will be allocated.

Financial Authority:

The Communications Officer has no authority for expenditure on Club business without prior approval by General Committee.