

# POSITION DESCRIPTION

## Communications Coordinator



### Committee Role

General committee level position

### Objectives

- To provide coordination of the Associations' website, social media activities, direct mail-outs and any other form of communication.
- To provide content for all forms of communication.
- To provide support to the executive committee through the efficient operation of all media forms.

### Responsibilities

- Develop and maintain the Associations' communication and manage its ongoing administration.
- Liaise with stakeholders to ensure the Communications reflects current opinions of the Association.
- Maintain an accurate website on behalf of all association members & provide details to the association secretary when required.
- Ensure all articles and photographs comply with federal and state legislation in relation to privacy, gender, race and religious regulations.
- Assist other committee members in their duties with communication support as required.
- Organise photography where required.
- Organise informative articles where required.
- Organise current news for stakeholders e.g. events, results, appointments, fundraising activities etc.
- Coordinate local media for any major events.
- Undertake tasks at the request of the president, executive or general committee.

### Relationships

- Reports to the Executive Secretary.
- Liaises with Executive of Memberships.
- Manage and coordinate Social Media Coordinator (non-committee position).
- Liaises with the Revenue Coordinator for sponsorship publicity & communications.
- Liaises with the president, executive committee and all association members.

### Accountability

- The communication coordinator is accountable to the secretary.
- Provides a report on any aspect of communication operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the Association to any financial expenditure or action.