

POSITION DESCRIPTION – COMMUNICATION COORDINATOR



Form No:	IMS-F-012	Version No:	V20191202
Issued: 20180210	Reviewed: 20191202	Authorised By:	Director Communication & Marketing

PURPOSE OF POSITION:

Coordinates ATHRA's communication mediums and content for newsletter, Facebook and website

KEY OBJECTIVE FOR THIS POSITION

On behalf of the Board, ensure content is moderated for ATHRA's Facebook page and conduct regular audits of content for relevance and in the best interest of clubs and members.

FUNCTIONS OF THE POSITION:

- On behalf of the Board, moderates' content for ATHRA's FB page and conducts regular audits of content for relevance and in the best interest of clubs and members.
- Produce and edit a minimum of 4 editions of ATHRA's newsletter (Trail Tales) annually.
- Co-ordinate digital distribution of Trail Tales via MailChimp.
- Provide advice to the Board about newsworthy articles for publication in Trail Tales.
- Liaise with clubs to research material for publication via FB and Trail Tales.
- Source photo content from clubs for quarterly update of website front page banner.
- Monitor and update facebook, answer queries or direct queries to the appropriate position holder.
- Assist new clubs with advice on how to access the website's library of documents and online marketing materials to promote their club to attract new members.
- Conduct regular audit of documents available for download on website.
- Liaise with Webmaster and IMS Coordinator in identifying documents needing to be updated or removed from website.
- Ensure all expenses are processed and forwarded to the Finance Director in a timely manner and that all expenses claimed are in accordance with the current expenses policy and procedures. All claims must be made within 30 days of the expenditure being incurred, all expenses for December must be claimed prior to the end of financial year being 31 December.

TERM: The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses including phone, travel, consumables (pre-approved by the Board)
Recognition & Reward:	Modest annual gift and honorarium subject to approval by the Board

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed on an annual basis.

REVIEW OF POSITION PERFORMANCE:

This position holder's performance will be reviewed on an annual basis each September by the responsible Board Director, then reviewed and approved by Board at the next scheduled quarterly Board meeting.

SIGN OFF:

I have read and understood all the policies and procedures required and expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of ATHRA.

I hereby agree to regularly attend committee meetings, as required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position with the provision of at least four weeks-notice; and/or acknowledge the Association will have the right to declare the position vacant.

The Board may agree to waive the notice period in exceptional circumstances.

POSITION HOLDER

NAME	SIGNATURE	DATE