

Communications - Job Description

Member at Large

The Communications member is responsible for supporting effective communication between the Club and its Board of Directors (the “Board”) through use of the web site, newsletter, Club survey and any other means.

Responsible To

The Communications member reports directly to the President of the Calgary Patriots Swim Club (the “Club”) and its Members.

Responsibilities and Duties:

The Communications member responsibilities include, but are not limited to:

- Develop an annual club survey;
- Review survey results and produce a report to be shared with the Board;
- Oversee the creation and distribution of the monthly Club newsletter to the Members;
- Provide support to enhancing the Club’s web site to better meet the needs of the swim Club;
- Work with the Board to develop innovative ways to communicate effectively; and
- Any other duties as may reasonably be assigned by the Board.
- Update web content;

Knowledge and Skills

- Experience in the field of communication would be an asset;
- highly proficient computer skills would be an asset;
- Basic web design experience would be an asset;
- Well organized;
- Strong interpersonal skills.

Estimated Time Commitment Required

The estimated time commitment would be an average of 1.5 hours per week.

The Communications member is appointed for a two-year term but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.

