

**EXECUTIVE POSITION JOB DESCRIPTION**

**Executive Role:** Communications

The Executive in charge of communications will provide meaningful, clear, and timely communications to the members of the Club throughout the calendar year.

**Responsibilities:**

* The Baseline Newsletter
	+ Create, write and curate content
	+ Solicit Board members, club manager and club professional for content
	+ Edit content received
	+ Manage distribution list
	+ Respond to newsletter feedback and questions
* E-blast (quasi-emergency) communications
	+ When required be available to curate and write communications in short-order to disseminate important and timely information outside of the newsletter cycle
* Website
	+ Review and update website content, i.e. News and Events section, green banner and general content
	+ Work with webmaster and club manager when required to co-manage website
* Club Email
	+ Respond to or delegate messages received through the club’s general email mailbox

**Skills required:**

* Broad understanding of all aspects of the club
* Excellent written and verbal communication skills
* Organizational skills
* Patience
* Diplomacy