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**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