

Waratah Hockey Club



COMMUNICATIONS OFFICER

ROLE STATEMENT

The Communications Officer assists the Committee to fulfil club administrative functions and has a leading role in the communication of club business, with the support and advice of all committee members.

KEY DUTIES

- Communicate club business through social media, websites, and newsletters.
- Develop promotional material for social and fundraising events for dissemination.
- Actively participate in committee meetings and other agreed decision-making processes (such as email and group chats).
- Ensure action items and resolutions of the committee are carried out.
- Ensure club policies and code of conduct are adhered to by members and self.
- Support the recruitment and development of senior and junior players of the club.
- Support all social and fundraising activities/events.
- Fulfil such other duties as the committee may request.