

Hastings District Canoe Club

Role and Responsibility of the Internet and Communications Officer

Role; Club Internet and Communications Officer

Responsible to: Club committee through the Chairperson

Role purpose: To establish internet site, and help recruit new members and volunteers

Commitment: 2-4 hrs a week

Main Tasks

- ❖ Establish good internet site and keep updated, with news
- ❖ Act as a spokesperson for the club
- ❖ Investigate potential opportunities for the club to gain new members
- ❖ To produce a news letter, either paper or email for all members

Skills Required

- Organised, honest and trustworthy
- Confident and imaginative
- Good communication verbal and written
- Some knowledge of marketing and communication
- Enthusiastic and able to motivate others.