



# HOPE VALLEY NETBALL CLUB

**0420 203 293**

Leeds Avenue, Hope Valley SA 5090

## COMMUNICATIONS OFFICER

The role of the Communication Officer is to receive, respond and communicate with members on behalf of the club.

Core duties are as follows:

- Distribute club communication via group email as required
- Manage the Facebook page – including confirm access to group requests
- Post messages and photos periodically
- Issue newsletter to members via Mailchimp as required
- Assist with event management and advertising
- Maintain club website
- Assist club secretary if able / required.

Other committee members will assist as needed.

The committee understands that all volunteers have other commitments, whether that is work or family. These duties can be managed around those commitments.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,  
Keith Waugh  
President