

MOUNTAIN WARRIORS LIMITED



Information Officer Role Description

26th April 2007

Main purpose of role:

To be responsible for collating and distributing electronically or paper copy the clubs newsletter. The holder may delegate some of these responsibilities among other suitable volunteers.

Duties include:

- Collate information into a completed bi-monthly newsletter. This information to include articles, events calendar, contacts and other newsletter material as required.
- Distribute newsletter to club instructors.
- Publicize club events.
- Write press releases for local papers.
- Write articles for magazines.
- Contribute from time to time to the organisation of Club activities, e.g. Festivals and fundraising events.

Liaison with:

- Club instructors;
- The Club Volunteer Coordinator,
- The Child Welfare Officer,
- Parents
- The Chairman, Secretary, Membership Secretary, Fixture Secretary

Responsible to:

- Club chief instructor

Meetings to attend:

- As required

Estimated time commitment:

- 3 hours per month

Term of role:

- Annual appointment, although continuity in the role is desirable.

Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	

Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers