

- ROLE:** Communications Officer
- RESPONSIBLE TO:** Chairman, Committee & Club Members
- PURPOSE:** To coordinate the dissemination of important news to club members on a regular basis and to promote club rapport and inclusion through other communications.
- COMMITMENT:** 8 - 12 meetings a year plus ad hoc admin tasks.

### Roles and Responsibilities

- Monitor & manage Club emails and respond to questions from members and prospective members.
- Produce a monthly newsletter.
- Coordinate the circulation of race reports.
- Generate opportunities to enhance a sense of belonging to a club (e.g. transition talk interviews).
- Promote the interests and values of Sheffield Triathlon club.

### Skills and Qualities

- Organised.
- Methodical.
- Discrete and tactful.
- Approachable and a good listener.
- Have a good knowledge of how the club works, including club training sessions and roles of committee members.

NAME (please print)	Sarah Harrison		
SIGNED		DATE	