

Communication Director – Bulletin Editor/WEB Master

This position was traditionally the Bulletin editor. However, technology has opened other forms of communication. This now allows each club to best determine its internal communication vehicle. Some clubs still use bulletins; others may use websites and social media. It all depends on the membership and which works best for the club.

Clubs may use multiple methods of communicating. For example a club could still put together a regular “Bulletin / Magazine” and send it out by e-mail or post on a web page. Regardless of the communication vehicle your club settles on – what is important is that every member be kept current in club activities.

A person wishing to hold the position of Communication Director should have or wish to further develop a skill set which includes: good organizational skills, efficiency, written communication skills and a good working knowledge of word processing programs/ technology (including social media);

The Communication Director typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Determine timelines for communications, set deadlines
- Seek participation from club members for content
- Collate information from the various levels of the association for inclusion
- Liaise with other executive members for content; minutes, budgets, project reports etc.
- Promote Club, Zone, District and National Events
- Act as Webmaster or Site Administrator for club websites or social media sites

Additional information on having a successful year as Club Communications Director along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ www.kincanada.ca