Role & Responsibilities of the

**Communications Officer**

**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

A communications team can be created; however the team will need approval from the Management Committee. Previously the team has consisted of a graphic designer, a photographer, a proof-reader, and a dedicated Instagram poster.

**What is my role?**

1. To keep members informed of what is going on within the Club;
2. Review and update the Club’s Communications Policy
3. Create and maintain a Communications Strategy;
4. To communicate the Club to the public;
5. To be the first point of contact for those contacting the Club; and
6. To create and maintain the Club’s presence on social media.

**What else can you tell me about the role?**

You get to be one of the first to find out what is going on across the club. Members and the hockey community get in touch asking the club for help (usually students for dissertations or members fundraising [the old Club Corner section was used for this]).

For the 2020/21 season we had been looking at trying to create more video content having established At A Glance in 2019/20.

**Training needed**

* An understanding of the Club’s [Communications Policy](https://www.leedshockey.co.uk/wp-content/uploads/sites/155/2021/07/LHC-Communications-Policy-v2.0.pdf)

**How much time will I need to give to the role?**

This entirely depends on what you plan to do, and if you are having a team to support you.

**What tasks are involved?**

Tasks will include:

1. Collating the weekly club email with information from other committee members and the Junior Section
2. Maintaining news on the Club Website
3. Maintaining the Photo Library
4. Maintaining an active presence on social media.