

TITLE

Governance and Communications Manager

PURPOSE

- To support the management committee to implement modern governance practices including volunteer management, policies and procedures and risk management
- To support the management committee to promote club activities through regular communication with club members and the broader community.

KEY RESPONSIBILITIES

- Support the operations of the committee and assist members to fulfill their governance responsibilities to the club.
- Support the committee to ensure that all competition requirements are fulfilled.
- Prepare monthly marketing and engagement reports and table at each committee meeting.
- Manage the communication processes of the club, both internal and external.
- Prepare and distribute regular club communications, including the club newsletter and club handbook.
- Maintain the club website, Facebook Page and any other communication mediums.
- Prepare, review and maintain club policies, plans and other governing documents.
- Ensure the policies of the club comply with all relevant laws and other requirements.
- Work with the Secretary to maintain club records and assist in club administration.
- Be available to handle any disputes.
- Represent the organisation at meetings with important external bodies, at important functions and in the media.
- Liaise with relevant stakeholders.

TERMS OF APPOINTMENT AND TIME COMMITMENT

- This role is for the term of one year with an incumbent voted in at the Annual General Meeting (held in July).
- The estimated time commitment is 6-8 hours per week.

POSITION STATEMENT



RENUMERATION

- The role is a volunteer position without remuneration.
- The club does provide honorariums in accordance with [volunteer rewards](#).

SUCCESS FACTORS

- Experience or proven ability in implementing communication, governance and risk management systems.
- Competency in using electronic and social media systems, including websites, Microsoft Word, Facebook.
- Ability to allocate regular time periods to prepare and coordinate club communications.
- Knowledge of legal requirements and modern governance practices (including risk management).
- High standard of written communication and interpersonal skills.
- Ability to function as a key player, in a team, providing and following leadership where required.
- Good listening skills and be receptive to change.
- Dedicated to the club and the broader community.

ACCEPTANCE OF THE ROLE

Name of Position Holder:			
Signature if Position Holder:		DATE	
Name of Witness			
Witness Signature:		DATE	