

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

COMMUNICATIONS CO-ORDINATOR

RESPONSIBLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent communication skills both verbal and written
 - Demonstrated organisational skills with the ability to meet tight deadlines
-

MAIN DUTIES:

1. Send out via email updates as and when required.
2. These notices are also placed on the notice board and sent to the Website Co-ordinator. These notices include forthcoming open meets, changes of sessions, timetables, closures of pools etc.
3. To follow and promote the ASA Child Protection Policy.

Time Commitment: _____

Signatures: Communications Co-ordinator _____ Date _____

Chairperson _____ Date _____

