**AC Delco Committee**

Role description:

**Communications Co-Ordinator**

1. Ensure the Club is run and managed in accordance with its constitution.
2. Ensure the Club has a good quality working web-site with content pages as agreed by the committee.
3. Train approved members of the committee so that they can maintain web-pages specific to their areas of responsibility and also to provide information and advice about content and its presentation.
4. Arrange access to web-mail and a club specific e-mail address for any committee member who wants one and any other club member who may, from time to time, be authorised by the committee.
5. Set up and maintain a social media presence for the Club as agreed by the committee and make arrangements for day to day operation and moderation.

1 December 2022