

## **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 website 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 provide information and advice about content and its presentation.
4. Arrange access to webmail 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