



## **Job Description – Communications Coordinator**

### General

Responsible for the Bridge Buzz newsletter, special bulletins, and other communications to the membership.

### Specific tasks

1. Set terms of publication for the Bridge Buzz newsletter (suggested quarterly).
2. Plan content of the BB newsletter.
3. Recruit and assemble a team of contributors.
4. Contact local bridge club owners/directors for an update on their club status and activities.
5. Solicit information and material from membership.
6. Oversee newsletter deadline, giving minimum 2 week notice to contributors.
7. Edit/proof various articles from contributors.
8. Plan, organize and design newsletter, including photos and graphics.
9. Write special announcements.
10. Liaise with Webmaster for the posting of BB newsletter and special bulletins/announcements on the Unit's website.
11. With respect to special communications to the Unit members, be responsible for reviewing any announcements to the members prior to them being distributed. If necessary, assemble a Committee of Board Members to review the issue(s) and develop an appropriate communication to the members. Who sends out the special communication will depend on the nature of the issue and Board discussion.