

# Communication Portfolio

**Position/job title: Communications Portfolio**

## **General Duties of Assigned Portfolio**

### **Goal of Portfolio**

Proper communication within the Argonaut Rowing Club is vital to our success. This portfolio must maintain the appropriate level of communication within the club. Efforts should be made to ensure that where possible, the standards and frequency of communication meet the requirements of the club members.

### **Duties and Areas of Responsibilities**

Primary responsibilities of the Communication Director include, but are not limited to the following:

1. Notification to members of Annual General Meetings (AGM)/ Special General Meetings (SGM) as outlined in the club bylaws.
2. Provide access to the Board Meeting and sub-committee reports to the membership in a timely manner via website.
3. Provide access to club bylaws, policies and rules via website posting.
4. Membership communication of Club events (regattas, dock duties, social activities, meetings, etc.), volunteer requirements, communications from Rowing Canada and RowOntario, notices of equipment allocations, clarifications on club rules, via newsletter.
5. Maintain social media communications (Twitter, Facebook, etc)
6. Provide communication support for club programs (recreational, competitive, junior and masters) and other directors as required.
7. Provide contact information, to the membership, of the Board of Directors, sub-committees, and club staff. This contact information should be posted at the club and made available on the website where possible.
8. Responsible for the development and maintenance of the club website. Membership fees, learn-to-row and Camp Argo schedule, board meeting minutes, contact information must be maintained. Additional development is encouraged.
9. Other activities as required supporting the goal of the portfolio.
10. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

### **Sub-committees and Reporting Positions**

- o Website Development Team
- o Communications committee

### **Evaluation**

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

**Review and Approval Date**

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_