



CHESTERMERE MINOR HOCKEY ASSOCIATION

COMMUNICATIONS COORDINATOR

General Description:

The Communications Coordinator ensures all members of CMHA are informed of any activities, events, or significant policy changes throughout the season.

Reports to:

Secretary

Responsibilities:

<p>General</p>	<ul style="list-style-type: none"> • Responsible for all CMHA communications and ensures all communication platforms are updated with the most current information. • The Communication Coordinator is responsible for the Tournament Coordinator and the Webmaster. • Attend all CMHA Board of Director’s meetings and ensure any significant information arising at these meetings is noted for distribution to the members. • Responsible for ensuring any stories or advertisements are placed in a timely manner. • Attend all CRCA meetings, noting any issues that may involve or affect CMHA. • Ensures all CMHA teams follow proper social media guidelines as per CMHA guidelines. • Creates and distributes CMHA newsletters. • Monthly reporting on reach and distribution of communications. • Provides a yearly report at the AGM. • Provide recommendations to Board of Directors of modifications required for the role.
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Voting:

The Communications Coordinator is a non-voting member of the Board.