

RESPONSIBILITIES OF MEMBERS OF THE MANAGEMENT COMMITTEE OF LINDSAY MENS' PROBUS CLUB

DIRECTOR/COMMUNICATIONS

The Director/Communications shall:

- i. Serve on the Management Committee;
- ii. Be responsible for producing and distributing a monthly electronic newsletter covering summaries of business done and speaker's presentation.
- iii. Distribute the Notice of Meeting electronically in PDF format to all members once a month.
- iv. Ensure that all e-mails sent to the full membership are sent as Blind Carbon Copy (BCC) to ensure safety and security of the members.
- v. Take photos of speakers, new members, etc. during club meetings, special events, outside excursions etc., and share with the webmaster.

REQUIRED SKILLS

- i. Basic computer literacy; e.g. emailing; pdf formatting.
- ii. Basic photography.