



Kent Netball Management Committee Role Profile

COMMUNICATION SECRETARY

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, as a Chair of a Kent Netball Subcommittee, the Communication Secretary will require some leadership potential.

The role of Kent Netball Communication Secretary is held by the elected official for two years.

This role profile should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers.

The Communication Secretary's role is to:

- report to the Chairperson;
- be responsible for publicising KN, its news and events;
- support the member engagement strategy;
- oversee KN's website and social media administration;
- liaise between EN, L&SE Region, Registered Member Leagues, Subcommittees and the KNMC;
- guide, coordinate, and chair meetings of the Communication Subcommittee;
- prepare a report of the year's activities for the AGM;
- represent KN at the L&SE Communication TSG; and
- champion the Marge Millar Award.

Skills/Personal Qualities of the Communication Secretary:

Chairs of the Subcommittees are required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and has the ability to delegate.

An aspiring Chair of a Subcommittee will need to be willing to chair meetings and ensure that decisions are taken and followed-up. They will need to be a strong networker with some knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN.

The Communication Secretary will ideally have some experience of social media/website administration or photo/video editing.