



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938
690 Point Nepean Road, McCrae, Vic. 3938
Club House Telephone: (03) 5986 1361

Position Description – Participation & Communications Director

Overall Roles and Responsibilities

The **Participation and Communications Director** is responsible for ensuring members and stakeholders are aware of the clubs activities and maximising participation in club activities.

Responsibilities

The specific responsibilities of the Participation and Communications Director include:

- Volunteer management
- Marketing
- Sponsorship
- Social media
- Member communications

Reports

The following positions reports to the Treasurer and Business Operations Director:

- Beacon editor

Authority to Act

The General Committee has delegated the following authorities to this position:

- tba

Appointment Process

This is an elected position by the Directors who are members of the General Committee.