



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Communications Officer

As a member of the Canberra Quilters' Committee, the Communications Officer contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives through the in-house dissemination of information to members and the management and maintenance of the Canberra Quilters' website (CQ Webmaster). These duties are undertaken in accordance with the Canberra Quilters' Constitution.

General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.
- Liaise regularly and closely with the Executive, the Sponsorship Officer and Publicity Officer in relation to new sponsorships and/or updating/removal of existing sponsorships.

Committee and Financial Responsibilities:

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on communications activities and initiatives.
- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent.

Meetings:

- Attend Thursday evening meetings and other members' meetings when possible.

Connecting Threads, CQ Website, Bulletin and Blog:

- Report on communications initiatives in *Connecting Threads* newsletter, on the Blog, website and wherever you deem appropriate. Newsletter deadlines are the evening meetings in February, May, August and November.
- Prepare regular (monthly) bulletins for the information of members providing an update of Canberra Quilters' activities or urgent Committee notices, as required.
- Email *Connecting Threads* newsletter to members who receive it electronically, first checking for membership updates from the Membership Secretary.
- Email *Connecting Threads* newsletter to external organisations or repositories who receive it electronically such as other quilting guilds, libraries, etc.



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Communications Officer Duties

- Be responsible for overall website content. Various Committee and other members are responsible for specific parts – your role is to make sure they provide updated content when needed and in particular to make sure that the website information is current. Note that the Website Coordinator does not write content.
- Create and manage various online documents, links to documents, etc. to enable Canberra Quilters to become more current in the use of technology for online forms, virtual exhibitions, online voting, online payments etc. Provide reports to the Committee on usage as required.
- As required, research and advise the Committee on suitable providers/software/hardware for use by Canberra Quilters, e.g. the Library, website etc. This extends to ongoing liaison with providers or troubleshooting IT problems.
- Keep a check on our IP provider disc space usage, including email accounts for the Committee and notify Committee members when they need to clean-up their email accounts.
- Pay, or arrange for the Treasurer to pay, our website host for service. This is usually a biennial payment.
- Work with the Publicity Officer and Sponsorship Coordinator to implement regular communications to our members, and potential members of Canberra Quilters' activities and our sponsors news and information e.g. website, Blog, Bulletin, social media (a Facebook page and Instagram).
- Liaise with the Publicity Officer in the development of a "media" policy for CQ for the use of internal communication, links to the Blog and other social media platforms. Cover such things as: who can post, what sort of content, what is acceptable/not acceptable, how to delete the unacceptable, do we have a closed Facebook page (and if so, how is access managed), etc.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Prepare and circulate information via regular generic emails or bulletins on matters of interest to Canberra Quilters members.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.