



JOB DESCRIPTION

COMMUNICATIONS SECRETARY THE OLD ALBANIAN CLUB

Required to:

- Liaise with Bulletin Editor on content and publication
- Liaise with Membership Secretary on Bulletin distribution
- Look at current Communications from the Club and investigate how these might be improved, expanded, and how they work alongside School Communications.

Estimated time commitment required:

- Attendance at 4 OA committee meetings per year (usually weekday evenings)
- Peaks of activity around 2-3 communication points per year