

Role Description**01 Scope**

The Trust's Communications Co-ordinator will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'.

02 Candidate Requirements

Before a nomination can go forward for consideration by the Trust membership for appointment as the Communications Co-ordinator, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
 - a. to attend the number of required meetings.
 - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves;
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member;
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs;
6. Work positively and constructively as a member of the Trust Board and as part of a team;
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.

03 Candidate Nomination and Appointment

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

04 Specific Duties

1. Act as a full member of the Trust Board and in line with the current constitution.
2. Lead on all matters relating to the Trust's strategy with respect to communications with the Trust membership, the club supporters and the wider community.
3. Ensure that information on the Trust's website is maintained and up to date and liaise as appropriately with the 'webmaster'.
4. Take responsibility for developing and maintaining, in agreement with the Trust Board, a 'Trust Communications Strategy'.
5. Chair all meetings of any Trust Communications Working Group that may be established from time to time.
6. Act as the Trust's Press Officer and represent the Trust to the press and any other media as appropriate and in close liaison with the Chair.
7. Take responsibility for producing, in partnership with other Trust Board members, Trust Newsletters in accordance with Trust strategy.
8. Act as the minute taker for all Board meetings in liaison with the Board Secretary and ensure that the Trust membership is kept up to date, as appropriate, on all matters pertaining to the work of the Trust Board.
9. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board.

05 Removal

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

06 Amendment to Section 03-A-06

The role description will be subject to an annual review and as a result may change from time to time with the agreement of the full Board and ratified by the membership at a General Meeting.

Section Ends.