



LBT Volunteer Job Description

Title: Communications

Current holder:	See Organisational Chart
Contact e mail address	Communications.officer@lbt.org.uk , Newsletter@lbt.org.uk
Type of volunteering	To send out communications to the membership.
Main purpose of volunteering	To assist the webmaster in maintaining the LBT website and forum and brief members on club developments.
Responsible to	The LBT committee.
Competencies / experience required	Maintain mailing list and update for new members. Have basic computer skills.
Commitment required	Attendance at committee meetings as necessary and an indeterminate amount of time spent on maintaining the website and sending out E-mails. This will fluctuate depending on the time of year and workload.
Benefits to self	Working alongside members of the club committee and improving communication between members through an up to date website and regular updates.
Benefits to community	Knowledge of what is happening within LBT due to an up to date website and regular updates.
Support received from:	The LBT committee and the Regional Development Officer when appropriate.
Is this volunteer opportunity open to disabled persons?	Yes.