

<b>Grange Lane Allotments – Committee Role Description</b>	
<b>Role</b>	<b>Communications</b>
<b>Role Purpose</b>	To ensure that Grange Lane Allotment (GLA) members are informed about events, the operation of the site and consultations
<b>Key Responsibilities</b>	<p>Domain</p> <ul style="list-style-type: none"> <li>• Ensure grangelane.org domain name registration is up to date</li> <li>• Manage associated forwarding aliases and email accounts for committee members and line managers</li> </ul> <p>Website</p> <ul style="list-style-type: none"> <li>• Maintain <a href="http://www.grangelane.org">www.grangelane.org</a> WordPress website</li> <li>• Update or add pages when needed</li> <li>• Archive older materials</li> <li>• Develop new pages in consultation with the Committee or at the suggestion of other GLA members</li> </ul> <p>Electronic communication</p> <ul style="list-style-type: none"> <li>• Ensure the MailChimp database is up to date and consistent with separate GLA Membership database.</li> <li>• Send out through MailChimp all notifications of meetings, deliveries, activities, lost and found items etc</li> <li>• Conduct membership surveys/consultations as needed</li> </ul> <p>Other communication</p> <ul style="list-style-type: none"> <li>• Contact members without email using letters, when essential</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To promote the interests of Grange Lane Allotments</li> <li>• To participate in general activities on the site during the year</li> <li>• To be an active member of the committee, including attendance at monthly meetings</li> <li>• To pick up/contribute to ad hoc projects as needed and as agreed</li> </ul>
<b>Skills needed</b>	<p>Good IT skills: Excel, Word etc.</p> <p>Familiarity with WordPress and MailChimp</p>
<b>Time commitments</b>	Attendance at monthly meetings and annual away-day. Apart from that, the time commitments vary. In some months communications duties can be light (less than an hour), sometimes many hours are needed

6/1/2022