



JOB PROFILE

Masters Swimming Manitoba: COMMUNICATIONS
OFFICER
2018

Masters Swimming Manitoba drives, promotes and advocates on behalf of the Masters Swimming Manitoba Community.

The Communication Officer of Masters Swimming Manitoba provides communication and collaboration administration support to the MSM Board.

The Communications Officer ensures all communications to the MSM board is effectively dealt with to ensure a positive relationship between the MSM board and its membership and other Swimming organizations.

The Communications Officer in coordination with the Board:

- Promotes Masters Swimming in Manitoba
- Endorses training and adherence to standards within the Masters Swimming Manitoba Community
- Satisfies entities are operating within all responsibilities required by legislation and bylaws
- Acts as a liaison between Provincial and Federal swim entities
- Ensures MSM maintains sufficient financial resources to maintain sustainability
- Presents a financial statement annually to the membership

Other duties for the Communications officer include, but is not limited to, social media, website and facebook communications and any other duties as assigned.

Key Result Areas:

Item No.	Area
1	Communication and Collaboration
2	Risk Mediation
3	Leadership