



INFORMATION OFFICER ROLE

Responsible to: Committee

Liaising with: Committee, Club Officers, parent/ carers, members and volunteers,

Responsible for:

Providing and maintaining relevant information pertinent to the operation of ***Bristol Taekwondo School.***

To assist in acquiring information relevant to dealing with educational establishments and facilities on behalf of ***Bristol Taekwondo School.***

To create, provide and maintain information such as documentation and databases acquired in relation to their role for ***Bristol Taekwondo School.***

To work with the other club officers who require information or need assistance relating to information for the effectiveness and requirements of their specific roles.

To respond to enquiries from members and parents, relating to the information obtained and held by ***Bristol Taekwondo School.***