

Isles of Darkness – Communications Lead Guide

The Basics:

- The Communications Lead is responsible for making sure members are kept up to date with society decisions and announcements.
- You are responsible for creating and maintaining documentation.
- You run elections for the society committee.
- You keep records of membership and volunteer information.
- You facilitate committee meetings and keep minutes of decisions and action points.
- You coordinate the Recruitment and Social Media volunteers.

What you are NOT responsible for:

- You are not responsible for the writing or running of events.
- Wellbeing/conduct concerns can be passed on to the Wellbeing Supporters.

What you are responsible for:

- Communication and announcements between the committee and membership

The Communications Lead is the principal method of communication between the society committee and membership. It is your job to make sure any announcements are effectively disseminated to the members. This may be via email lists, discord, or social media. If any research needs to be made into the views of the member base, you may be responsible for creating and collating surveys to produce reports for the committee.

- Writing and maintaining documentation

The Communications Lead is responsible for putting together and continuing to keep up-to-date any documentation needed for players and volunteers. This includes liaising with the Storyteller chain to organise player guides and making sure any changes are clearly updated. You will also write the volunteer role descriptions and individual policy documents to support these volunteer positions, continuing to update them in response to changing priorities or needs of the society.

- Organising and running elections

Every year run the election for the Society Lead. Run elections for the other core positions when required (see the Elections Policy.)

- Keep track of membership and respond to new member queries

Keep track of membership information. Monitor the main society inbox and respond to any enquiries about joining or starting a game. Maintain knowledge of the current game structure and signpost to local game coordinators or storytellers where appropriate.

- Coordinate team of recruitment and social media volunteers

With a team of recruitment and social media volunteers, utilise online platforms such as social media and wider UK LARP websites in order to promote and publicise the society. Coordinate copy to consistently advertise the games we run and maintain the society brand. Head up individual projects to aid recruitment in response to changing trends.

Where to go for support:

- The member of the society responsible for the overall wellbeing of volunteers and members is the Society Lead.
- Reach out to people who have previously done this job before if you are ever in doubt.

Training

- We may be willing to provide the Communications Lead with funding to complete training in relevant social media or project management techniques to help enable you to complete your role. This can be discussed with the wider committee.