



MEMORANDUM

Date: 29 December 2009

To: All TOA Members

From: Craig Glennon – Chairman – TOA Inc

Subject: TOA Communications Co-ordinator

TOA – COMMUNICATIONS CO-ORDINATOR

The TOA Board is seeking expressions of interest to appoint one person to the role of Communications Co-ordinator in 2010.

The role will include:

- compile, write, design and publish TOA Newsletters each quarter
- update the TOA website on a regular basis (training will be provided), including writing news articles
- liaise with state divisions in relation to newsletter material and website updates
- other communication matters as they arise

A small honorarium will be paid. Further details can be obtained on application.

Please send your application (including a brief CV) to Craig Glennon c/- greghutton@tennisofficials.org.au no later than **1 February 2010**, providing a summary of the skills, expertise and experience you can offer TOA in the above role and why you are interested in the role.