



## **Communications Officer**

### ***Role***

To promote and publicise all information about the club

### ***Skills:***

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- An interest or background in marketing and promotion

### ***Main Duties:***

- To promote and publicise, in a positive way, all aspects of the club
- Work with the webmaster to produce articles and information for the club's website. This is viewed as becoming the main source of information about the club and its activities.
- Establish working relationships with the local media
- Produce informative and unbiased newsletters with regards to all sections within the club, as and when appropriate information is available
- Report on club events (internally and externally)

### ***Commitment***

Ongoing weekly responsibility plus requirement to attend six committee meetings per year.

### ***Benefits to Self***

An opportunity to promote and establish your club within the local community and a real chance to improve communication by means of the website

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_