



**JOB TITLE:** Publicity Co-ordinator

**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confident and imaginative

**MAIN DUTIES:**

- 1) Take responsibility for publicising the club, its events and members
- 2) Liaise with the Chair Person to promote the Club
- 3) Build a list of local media contacts
- 4) Produce press releases/ articles to promote and publicise the club through the media
- 5) Invite the press to attend club events such as galas or sponsored events
- 6) Keep a record of all press cuttings, radio and TV coverage
- 7) If unable to attend the committee meeting, send a written report to the secretary
- 8) Liaise with the Fundraising Co-ordinator regarding potential sponsors.

**SIGNATURES:**

**Publicity Co-ordinator** .....

**Date** .....

  

**Secretary** .....

**Date** .....