



## **PUBLIC RELATIONS AND COMMUNICATIONS OFFICER**

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### **Role**

To promote and publicise all information about the club

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### ***Main Duties***

- To Promote and Publicise, in a positive way all aspects of the club
- Establish working relations with local media
- Report on club events (internally and externally)
- To oversee the internal communication in the club including:
- The production of a regular newsletter in print and electronic versions;
- The updating of noticeboards
- Liaison with the web manager to ensure news items up to date.



Please see the club website for links to resources to help you carry out your role.

**All volunteers are expected to uphold club policies, especially the child protection policy.**