# Club Name

your logo here

### Position Description Form

| **Job Title** | **Publicity Officer** | | |
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| **Accountability** | President  General Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To provide support to the Executive and Committee members to ensure the efficient operation of the Club * To maximise communication to Club stakeholders * To promote the Club through regular publications such as the Spectator & Newsletter * To promote the activities of the Club in the local media including radio, newspaper and other mediums where appropriate | | | |
| Responsibilities | | | |
| * Assist the all Club personnel in promoting the Club in the local and wider community * Undertake publicity tasks at the request of the Executive and/or Committee, or sub committees where required. * Manage any public comment concerning any situation or incident that may reflect on the public well being of the Club * Assist other Committee members in their duties as required * Undertake tasks at the request of the President, Executive or General Committee | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Reports to the President & Club Secretary * Liaises with the Club Committee * Liaises with key stakeholders * Liaises with all local media outlets | | | |
| Reporting | | | |
| 1. Seek ratification prior to committing the Club to any statement on the local press other than the Spectator 2. Provide a report on portfolio operations to the monthly Committee meeting | | | |