



## **PUBLIC RELATIONS OFFICER**

### **Role**

To promote and publicise information about the club in the media

### **Main Duties**

- Promote and publicise in a positive way aspects of the clubs achievements
- Establish working relationships with local media (press, radio as required)
- Report on all club events (internally and externally)
- Upload reports to the club website for distribution, liaising with the Website Manager as relevant
- Co-ordinate the updating of notice-boards

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**