

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: CLUB PUBLICITY OFFICER.

JOB TITLE: CLUB PUBLICITY OFFICER

RESPONSIBLE TO: Executive Committee

Role

To promote and publicise all information about the club, production of club newsletter.

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
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Main Duties

- Establish working relations with local media.
 - Promote and publicise, through the Club Notice Board, any special events which may be of interest to Club Members.
 - Collect all the information suitable for the club's quarterly newsletter, which may include items such as: forthcoming competitions, and social events. Award winners. Information of special interest received from the A.S.A and other sporting bodies. Print this out ready for photocopying and release.
 - Arrange for suitable information to be released to the local press, and for a photographer to attend when appropriate. Always ensure that any photographer has signed the club register, and any photographs or news items follow the A.S.A Guidelines on Child Protection.
 - At any Club Gala or social event, make sure that any persons using a video and/or camera has signed the club register.
 - Monitor the local press for items relating to the club, informing the club secretary of any inaccurate or damaging reports.
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Time Commitment: Ongoing weekly responsibility

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____