POSITION DESCRIPTION: PUBLICITY

**Purpose:**

Publicity is responsible for implementing the club’s recruitment plan as well as updating, maintaining and improving the club’s website and Facebook page. Publicity is elected by club members at the Annual General Meeting (AGM) and is appointed for one calendar year from the date of the AGM to the next AGM.

**Responsibilities:**

* Voting Committee Member
* Liaise with the Committee to develop and implement a club recruitment plan
* Remain up to date with news relating to the Club and update the website accordingly
* Maintain the club’s website and Facebook page to:
  + Keep current members informed of upcoming social activities, wet weather info etc.
  + provide members of the general public with easy to access information regarding the club and how to register.
  + Show appreciation for the club’s sponsors
* Ensure the Clubs online presence aligns with its relevant policies (Social media policy, member protection policy).
* Moderate the club’s Facebook page and ensure content posted by its members also aligns with the relevant policies that uphold the club’s reputation in the community
  + Use their knowledge of these policies to remove any comments/images that breach them
  + Pass on details of these breaches to the committee for potential disciplinary action.

**Personal Attributes**

* Excellent written communication skills
* Good organisational Skills
* Strong computing skills
* dedicated club person
* honest/trustworthy

**Key Relationships**

* All of the Committee
* Fundraising Coordinators
* Sponsors
* General Public******

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