



ROLE DESCRIPTION

PUBLICITY OFFICER

The role of the Publicity Officer is to:

- (a) allow members to have up to date information on club events and activities by managing the Club's website; and
- (b) raise awareness of the Club by generating publicity in the local community. This includes informing the local media of Club events to promote the Club.

The Officer should:

1. Take responsibility for management of the Club's website including keeping the calendar and expressions of interest up to date and posting photographs (photos may be submitted by any members to the Publicity Officer who will choose those to post). Training will be provided.
2. Submit articles to local newspapers with photographs.
3. Submit articles and photographs of interest to PSPL for inclusion in PSPL's publications, website and/or social media.
4. Email the monthly newsletter to members.
5. Other duties as agreed.