



ROLE OF THE CLUB PRESS OFFICER

The Club Press Officer is responsible for ensuring that a member of each team writes a match report after each game. The Press Officer should ensure that the Club receives as much publicity as possible by writing for newsletters, newspapers, social media and the Club website.

DUTIES OF THE CLUB PRESS OFFICER

- Liaise with the Captains and Team Coaches in obtaining match reports
- Responsible for Club publicity
- Responsible for advertising Club Fixtures
- Responsible for keeping match report section of Club website up to date
- Suggest ways in which the Club can promote itself
- Work with the Membership Officer in producing posters and flyers to attract new members
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Weekly collection of match reports
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- Organisation
- Good written skills
- Creative thinking
- Good understanding of social media