**Publicity Officer/Media Contact**

**Position Summary**

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| --- | --- |
| **Position:** | Public Officer/Media Contact |
| **Reports to:** | The Club President and Committee Members |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours:** | <insert> |
| **Start Date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <club name>**

<insert>

**Purpose**

<insert>

**Responsibilities**

* Making contact with media contacts and developing and maintaining media relationships
* Being the communications contact person for club members and media to gather and present articles
* Presenting regular articles for the club newsletter and/or website
* Ensuring that weekly media information e.g. results is provided on time and is accurate
* Writing media releases to highlight key activities / stories about the club
* Liaising with the committee about media opportunities

**Personal Attributes**

* write well and have some knowhow on presenting media releases and articles
* have computer skills
* be a good communicator and be able to develop positive relationships with media contacts
* be able to liaise with the committee regarding media relations and news items

**Key Relationships**

* <insert>