

Stowmarket Striders Running Club

Volunteer Job Description



Publicity Officer

Purpose and tasks:	To promote the Stowmarket Striders Running Club and keep its membership informed through use of word of mouth, press releases, websites and newsletters.
Tasks include:	<ul style="list-style-type: none">▪ To draft and distribute press releases on behalf of the club to all local newspapers and community magazines and local radio/ television.▪ Responsibility for the clubs website and ensuring this is kept up-to-date.▪ Ensuring that the domain name and web hosting bills are paid on time.▪ Creation of the clubs Newsletter and E-Newsletter for distribution to the club's membership to keep the membership updated with club events, results and news. Newsletter should be produced <i>at least</i> quarterly.
Responsible to:	The Chairman.
Competences/Experience required:	Word-processing, e-mail (<i>including e-mail mail merge</i>) and website production skills are recommended.
Qualifications required:	None.
Commitment required:	Approximately 2 hours a week.
Support/Training required:	Possible courses to supplement existing IT / publicity skills may be considered. Web production software tool will be provided.

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year