

Isle of Wight County Table Tennis Association

Role & Responsibilities – Club Press and Publicity Officer

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| Role: | To promote the club and its activities to members and outside organisations including media and sponsors. |
| Status: | Volunteer |
| Elected at: | IWCTTA Annual General Meeting |
| Responsible to: | IWCTTA membership |
| Reports to: | IWCTTA Management Committee |
| Approximate time commitment: | Between two and four hours per week |
| Useful skills and experience: | Have media experience and dealing with the press. Able to write reports, good I.T. and presentation skills. Good at talking to people to extract reports, stories and information. |
| Benefits of volunteering: | Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses. |

Responsibilities

- Develop and maintain working relationships with local media, e.g. newspaper sports editors.
- Create a regular 'e-Newsletter' and circulate to the membership.
- Deal with media enquiries and seek promotional opportunities for the club in the local community.
- Generate interest for special club promotions, demonstrations and open days, etc.
- Keep a record of club media exposure and promotional material.
- Attend club committee meetings and report on all media activities.
- Agree to and act on the Club's Equity and Child Protection policies and Codes of Conduct.
- Maintain up-to-date and interesting information on club notice board.
- Produce information for inclusion in local sports club directories.
- Devise and circulate press releases for special club promotions, demonstrations and open days.
- Ensure the club website is provided with up-to-date information.
- Ensure that equality of opportunity is a principle of all IWCTTA activities.


Chairman

19/6/17
Date

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Revision