

## RDTTA – Publicity Officer - Role Description



The position of **RDTTA Publicity Officer** is elected at the RDTTA AGM each year and as an elected Officer of the Association is a member of the RDTTA Management Committee.

All members of the RDTTA Management Committee are expected to attend Committee meetings, which are held up to six times per season and the AGM if possible.

This document outlines the responsibilities of the role.

### **Responsibilities**

The **Publicity Officer** is primarily responsible for ensuring that news about the Reading League and other tournaments organised by RDTTA are publicised in the local press and, where relevant, on the RDTTA website. More specifically, this will entail:

- **Compiling a weekly summary of league action**
  - most of the report comes from each Divisional Fixture Secretary to the Publicity Officer each week and it's a cut and paste job into an overall report
  - some reports can be a bit spartan so it may be necessary to go into individual match details on the website and padding things out a bit
  - each match scorecard is visible on the RDTTA website.
- **Forward the weekly League summary to the local newspaper(s)**
  - in Reading it's now only the *Reading Chronicle*
  - If there are other local papers or media links who you think might like copy sent to them that would be simple to do.
- **Copy the weekly League summary onto the RDTTA website**
  - update the Press Reports page (see below)
- **Forward reports of other RDTTA events to the local newspaper(s)**
  - Team Handicap and Lower Divisions Cup competition reports, as needed
  - Reports on the Reading Closed Championships and Individual Handicaps, when requested from the organisers of those events

These duties currently take about an hour a week.

The **Publicity Officer** role does not include production of the RDTTA Newsletter, which is the responsibility of the newsletter Editor.

The **Publicity Officer** role does not include updating the RDTTA website with results of league matches which are the responsibility of the Divisional Fixture Secretaries.

The **Publicity Officer** role does not include updating the RDTTA website with details of team competitions or other RDTTA tournaments, which are the responsibility of other elected Officers.

### **Requirements**

This role requires the holder to have access to the internet and to have a certain amount of knowledge of & familiarity with using computers, internet-based software, emails and word processing.

Access to the RDTTA Website maintenance facility along with documentation and/or training on how to enter match results will be provided by the RDTTA Website Administrator.

## [RDTTA – Publicity Officer - Role Description](#)



### **Supporting Documentation**

Additional information about updating the RDTTA website are documented:

#### **RTTW 08 – Updating General Web Pages**

Further assistance on this can be provided by the RDTTA Website Administrator.