

ROLE: Media Officer
RESPONSIBLE TO: Chairman
PURPOSE: Manage the club's public profile via local and social media
COMMITMENT: 4+ meetings a year plus regular admin tasks.

Roles and Responsibilities

- Submit race reports / results to local media and maintain relationships with local media
- Maintain club social media (Facebook/Instagram) - Publish race reports/club news etc.
- Honour members' privacy consents with the above.
- To encourage club members to share race reports and photos.
- To provide a report for each committee meeting.
- Prepare an end of year report for consideration at the club AGM.

Skills and Qualities

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete

NAME (please print)			
SIGNED		DATE	