



Committee Role Description

Job Title:	Press Secretary
Scope:	To be responsible for information, publicity and promotion
Reports to:	The Executive Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • To liaise with committee members, sub-committees and club members to promote the club • Build a list of local media contacts • To co-ordinate the writing of match reports and submission of reports and photographs to local media • Produce press releases of club events, tournaments, etc • Send items of interest to RFU Regional Press Officer, local press, etc. • Invite the RFU Regional Press Officer, local press & media to events • Keep a record of press cuttings, radio mentions and T.V coverage • Where necessary co-ordinate volunteers to help publicise the club, its events and members through the media • To ensure articles, language and photographs reflect a fair and positive representation of all club members and the community 	
LIAISON WITH	
All Committees and sub-committees, Players, Local and National Media Contacts including RFU Regional Press Officer	
MEETINGS TO ATTEND	
Executive committee meetings, Annual General Meeting, Sub Committees by request	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release