

The role of the Club Publicity Coordinator

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

Responsible to:	Executive Committee	Responsible for: (as appropriate)
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Main Duties	Skills Required
<ul style="list-style-type: none"> To promote all club activities to members and non-members. To upkeep the club website To upkeep social media feeds To liaise with local press, in an attempt to increase club profile To advertise New members events where appropriate To arrange club stalls at local events 	<ul style="list-style-type: none"> Confident and Effective communicator Great organisation skills Ability to delegate duties An understanding of the Forward Plan, governance, and future activities and developments Ability and knowledge to act as spokesperson for your organisation Unbiased and impartial Knowledgeable on equity issues

Qualities of a good Publicity Coordinator

A good Publicity Coordinator needs to be:

- Well informed of the Club activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules.
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Publicity Policy of the club and to keep it relevant and up to date
- Diplomatic and helpful
- Clarity of mind
- Firmness and fairness
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality