



# Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

## **JOB DESCRIPTION: PRESS OFFICER**

### **RESPONSIBLE TO:**

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

### **MAIN DUTIES:**

- 1) To Promote and Publicise, in a positive way all aspects of the Club
- 2) Raise the profile of the club and swimmer achievements through media releases.
- 3) Ensure any appropriate advertisements are placed in the local papers.
- 4) Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available.
- 5) Organise meetings of a general nature (not management or swimming committee) as and when requested by committees. Give notice of said meetings as and when appropriate.
- 6) Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity.
- 7) To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

**Print Name:** \_\_\_\_\_ **Time Commitment:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairperson** \_\_\_\_\_ **Date:** \_\_\_\_\_