

SUNTRECKERS – Publicity & Publications Officer Job Description

PUBLICITY AND PUBLICATIONS OFFICER

General management responsibilities together with specific responsibilities in the following terms:

1. Responsibility for all publications of the Association.
2. Maintain and develop good liaison with all sections of the press and other news media.
3. Advise the Chairman and the National Committee of any official statement or article released to or by the press.
4. Responsibility for all enquiries, problems and routine correspondence concerning all aspects of publicity and public relations.
5. Edit, produce and circulate a Newsletter to all members of the Association as agreed by the National Committee.
6. Obtain suitable "copy" from whatever source without breach of copyright.
7. Liaise with National Committee members as to the content of the Newsletter and ensure that, if necessary for any item, National Committee approval is obtained.
8. Arrange for a written report to be produced to the National Committee when requested.
9. Ensure a suitable Suntrecker entry appears in the clubs section of each issue British Naturism.
10. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
11. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
12. Any other duties reasonably falling within the purview of this post and agreed by the National Committee.