



## **ASSOCIATION PUBLIC RELATIONS OFFICER**

### **Job Description & Responsibilities**

#### **Responsibilities**

Rule 11.5 states: "The PUBLIC RELATIONS OFFICER shall be responsible for co-ordinating Association publicity including providing press liaison, a point of contact for public enquiries and a source of material for use by the Association Members for displays, exhibitions, etc."

All members of the Management Committee are charity trustees under the Charity Act.

The PRO provides press liaison, a point of contact for public enquiries and a source of material for use by the Association members for displays, exhibitions etc.

Reports of Association activities should be submitted to the Ringing World in a timely manner to ensure that they are relevant and recent.

#### **The Role**

- To arrange press releases, interviews and photo opportunities where necessary regarding the Association via TV, radio and local press
- To answer enquiries from ringers, public, press and clergy whilst liaising with the senior Association Officers
- Attend the Management Committee Meetings and report on publicity activity
- To arrange PR and attend the Essex Ringing Course
- To attend the AGM and report to The Ringing World and the Association Newsletter
- To attend the Striking Competition Finals and report to The Ringing World and the Association Newsletter
- To attend the Association Training Day and report to the Association Newsletter
- To attend the Annual Dinner and report to The Ringing World and the Association Newsletter
- Keep the Hon. Gen. Secretary and Master FULLY informed of actions and seek advice BEFORE making any press releases or acting on behalf of the Association.
- Keep the Association's display boards and material in good order, updating where necessary, and to allow the membership to borrow this when required.