

## **ADVERTISING OFFICER – Cambourne Exiles RFC**

**Main purpose of role:** To be responsible for advertising the club and its activities

**Actual duties involved:**

- To liaise with committee members and club members to promote the club
- To maintain a list of local publicity contacts
- To develop advertising campaigns / posters / flyers
- To be responsible for advertising the club, its activities and to promote the work of volunteers
- To advertise youth rugby and associated events within the community.
- Where necessary co-ordinate volunteers to help publicize the club, its events and activities

**Liaison with:**

- All Committees
- Local community venues / companies

**The Post Holder will be responsible to :** The Executive committee

**Meeting to attend:**

- Executive committee meetings if appropriate
- Annual General Meeting if appropriate

**Estimated time commitment:** On average 1-2 hours a week

**Term of role:** Appointed for 1 year, to retain the role for a maximum of 3 years.

**Benefits:** Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer

**Other information:** Good IT skills, reporting and communication skills essential