Rochdale Harriers & A.C.

Role Description: Publicity Manager

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

Responsibilities of the Publicity Manager:

1. Promote the Club, its races and publicise Members' achievements using press and social media. This could include the following:

    1.1 Preparing and submitting write-ups of recent achievements for the press;
    1.2 Facebook posts and possibly paid-advertisements for the Club's races;
    1.3 Twitter; and
    1.4 Instagram (delegating where necessary).

2. Provide at least one write-up to the local press per month, with a picture where possible. Publish the same write-up on the Club's website and/or social media.

3. Where appropriate, prepare flyers, contact other clubs' secretaries, Rochdale On-line, Facebook adverts and the like in order to promote the Club's races

4. Liaise with the Club's race directors, Coaches and C25K representatives in order to find news items that may be of interest to members and the wider public.

5. Attend monthly Committee meetings.

This role description was approved by the Committee on 12th February 2024.

Signature of the Chair ……

Mr Nick Barton