



## **ASSOCIATION PUBLIC RELATIONS OFFICER Job Description & Responsibilities**

### **Responsibilities**

The PRO is an appointed position and is a member of the Executive Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive 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 Executive 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.