

## **JOB DESCRIPTION: PRESS OFFICER**

**JOB TITLE:** Press Officer.

**RESPONSIBLE TO:** General Committee

**SKILLS REQUIRED:**

- 1 Enthusiastic
- 2 Well Organised
- 3 Ability to communicate with people

**MAIN DUTIES**

- 1) To report ,in a positive way, meet results of the Club
- 2) Produce unbiased newsletters for ongoing pool activities..
- 3) Execute damage limitation procedures (in consultation with club officers) in the wake of adverse internal or external publicity.
- 4) Liaise with Swim 21 Co-ordinator.
- 5) To follow and promote the ASA Child Protection & Code of Ethics policy.

**Time Commitment** \_\_\_\_\_

**Signatures:** Press Officer \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_