



# Club Promotion Officer

<b>NAME OF CLUB:</b>	Hungerford Hares
<b>ROLE:</b>	Club Promotion Officer
<b>RESPONSIBLE TO:</b>	Club Committee
<b>NAME OF VOLUNTEER:</b>	Hilary Murgatroyd
<b>START DATE:</b> 23/10/18	<b>END DATE:</b> 23/10/19

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## Typical Responsibilities:

- To write regular reports relating to club activities club members and submit to local press for publication
- Ensure that the club and its activities are well publicised and receive appropriate press /social media exposure
- To publicise and market club news, activities and events to the local community using website, social media and local press.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position