

BCCWC JOB DESCRIPTION – PUBLICITY CO-DIRECTORS

These positions are on the Board of Directors with one vote

PUBLICITY CO-DIRECTORS

GOALS

Inform the community of upcoming fundraisers via media outlets for optimum participation. Share the club's community service, showing what BCCWC is about and encourage others to become a member.

STRENGTHS

General computer skills

Good Communicator

Resourceful

Team player

RESPONSIBILITIES

- Recruit chairs as necessary, coordinating with President and President-Elect. Meet with committee chairs at the beginning of the fiscal year to review club expectations.
- Coordinate community announcements with the Communications Directors to maintain consistency projecting the image of the BCCWC.
- Work with Fundraising and Community Service Committees to advertise and promote events.
- Send press releases to local media with event pictures and article about the events and successes. Provide this information to the Historian.
- Share activities with the Board on a monthly basis via the Consent Agenda.
- Submit publicity information to Communications with articles as needed for the member newsletter and website.
- Maintain and update the BCCWC Facebook page.