



NPSC Executive Committee – Publicity and Community Liaison Manager

Reports To:	Executive Committee
Job Inductor:	Steve Walker, Amanda Toynton
Purpose of Role:	The Publicity and Community Liaison Manager is responsible for overseeing of the Club's marketing and promotions, for taking the Club to its community where possible and for working with other user groups at the Nichols Point Recreation Reserve
Key Tasks and Responsibilities:	
Newsletter-	<ul style="list-style-type: none"> ▪ Collect items for, prepare and distribute "The Pointer Post" once a month during the season to all members.
Promotion-	<ul style="list-style-type: none"> ▪ Assist SFC with regular Club information for their media releases (encourage coaches to provide match reports). ▪ Prepare club media release / promotional article for local newspaper four times during the soccer season ▪ Liaise with other user groups at the ground (eg Rugby League, Cricket Club)
Member Information-	<ul style="list-style-type: none"> ▪ Lead the committee in preparing (and keeping up to date) a <i>Member Information Booklet</i> ▪ Send emails to members as required using latest email listing obtained from My FootballClub via the Registrars. ▪ Copy newsletter and media releases to the club web manager for uploading onto our website. ▪ Work with Registrars and Secretary to develop and improve our use of the MyFootballClub online service.
Team Photos-	<ul style="list-style-type: none"> ▪ Work with team managers to arrange team photos start and end of season and archive to CD (lodge wit Secretary).
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Able to use word processing, e-mail and internet well.
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Good club person with good interpersonal skills ▪ Enthusiastic, energetic and reliable
Timing:	
Approx hours per week	30-45 mins
Frequency of work	Newsletter monthly, the rest is as-needed.
Length of commitment	One year elected at AGM