

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Press and Publicity Officer

Reports to: Windsor Cricket Club Committee

General Description:

To interact and communicate with the membership and local press to further promote and enhance the name of the club.

Essential Job Functions:

- Arrange all appropriate communications are sent to the club's membership and the local press via mail or email
- Attend monthly committee meetings and present a report on press matters
- Attend Annual General Meetings and report on the previous season if so required
- To act as Editor and collator of all Match Reports from senior and junior sides having played the previous week
- To act as one of the main editors/contributors to the cricket club website. Ensuring that the content on there is suitable and not disparaging to the club.
- To ensure the club's integrity and legality is upheld at all times whilst completing the role.

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created