



TCA Committee Job Description

Role Title:

Media Liaison Officer

Role Description:

Publicity, dealing with press, other external organizations and prospective members to promote awareness and positive image of the TCA and its activities. In the event of adverse publicity it is essential to speak with the committee before making any comment.

Responsible to:

Committee and Club Members

Key Tasks:

- To liaise with the press and promote awareness of the activities of the TCA
- Contact the press when special events are taking place
- Provide information at events
- Produce and distribute posters to promote relevant events
- Promote awareness of the TCA and project a positive image
- Ensure compliance with Photo Permissions when using pictures of club activities

Liaison:

Internal – TCA Committee, Coaches, Members

External – Television, radio, newspapers, magazines inc canoe/kayak focused
Saltash Town Council (via Town Clerk)
Saltash Regatta Committee

Time Commitment:

½ Day Saltash Regatta

½ Day Saltash Community Showcase

1-2 Hours BCU Annual Go Paddling Day

Variable commitment depending on number of significant events

Allowable Expenses:

These must be supported by documentation, ie receipt or invoice and presented to the Treasurer.

- Telephone calls
- Printing and copying costs
- Postage

Time Period of Post:

One Year – from AGM to AGM