

Position Description

Position: Public Relations Officer

Date: June 2015

Responsibilities:

- Promote the club to the community as follows:
 - Advertise club meetings and significant club events in local newspaper/s (periodically) and on the club facebook page (in conjunction with Facebook Administrator if applicable)
 - Organise a club presence at community events (e.g. Explore Australia Expo, Brisbane Camping and Caravan Show) NB Work with Insurance Officer to ensure Public Liability and Volunteer Workers Insurance requirements are met.
- Organise printing of club flyers (update as necessary), ensuring any reference to driver training meets 4wd Qld Training requirements (there are legal requirements for advertising by Registered Training Organisations).

Reporting:

- Reports to Editor.

Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.