

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Webmaster & Publicity**

**Name of Webmaster & Publicity:** Mike Evetts

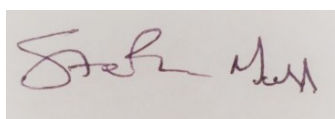
**Responsible to:** Colebridge Management Committee

### **Main duties**

- Support the efficient running of the club.
- Oversee the development of the Colebridge website and Social media.
- Deal with media enquiries and seek promotional opportunities for the club in the local community.
- Keep a record of club media exposure and promotional material.
- Generate interest for special club promotions, demonstrations and open days.
- Attending key meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity, Social media and Safeguarding policies; and Codes of Conduct.
- Arranging handover or succession planning for the position.

Webmaster & Publicity - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3<sup>rd</sup> August 2017