

# **Runnymede Swimming Club**

## **Public Relations Officer**

(Accountable to Runnymede Swimming Club Committee)

### **Role:**

Promote and publish all information about The Club

### **Skills:**

Administration

Team Work

Good Communication

Problem Solving

### **Main Duties:**

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Establish good relationships with local media
4. Produce internal and external reports & messages
5. Work in partnership to produce the Club Newsletter
6. Maintain qualifications as required
7. Attend Club meetings as required