

Bowls Surrey



ROLE DESCRIPTION

COMMUNICATIONS OFFICER

The Communications Officer has the vital task of publicizing Bowls Surrey and its two subsidiary organizations Surrey County Bowling Association and the Surrey County Womens Bowling Association. Driving marketing and PR campaigns through the use of social media, the press, radio and face to face meetings the communications officer will help to build a positive reputation for the sport of Bowls and assist Club Secretaries in keeping its membership up to date with National and County Information.

Who will I work with?	<ul style="list-style-type: none"> • The Bowls Surrey Board • The Administrator of Bowls Surrey and the Presidents and Secretaries of SCBA and SCWBA • Officers and members of SCBA and SCWBA • Club Officers and members in Surrey • Webmasters and other outside professionals • Editors of the County Year book(s)
What will I do?	<ul style="list-style-type: none"> • Drive PR and advertising campaigns regarding Bowls • Publicize the activities of Bowls generally, Bowls Surrey, the SCBA and SCWBA • Help develop social media platforms especially the county Website(s)
How much time will I need to give?	<ul style="list-style-type: none"> • 4 hours per month • attendance at all Bowls Surrey meetings (4 per year)
What do I need to do this role?	<ul style="list-style-type: none"> • Confident and good at communicating, • IT literate in all forms of social media • To be approachable and friendly, • Well-organised.
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • You will gain the satisfaction of making a vital difference to the County and the players within it. • Bowls Surrey will reimburse any <u>agreed</u> expenses that you incur. • Bowls Surrey will provide any necessary training and support as required.
Annual Schedule	To be agreed at first meeting after Bowls Surrey AGM 10 th November 2018