

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: PUBLIC RELATIONS OFFICER

Responsible to: The Association Management Committee and to the membership as a whole.

Appointed by: Election at the Association Annual General Meeting.

Tenure: May not hold office for a period of more than six consecutive years without a break of at least one year.

Detailed Duties:

1. Contact advertisers for Annual Report and send on to editor for inclusion.
2. Bill these advertisers and send cheques to the Treasurer.
3. Look after the Association display board and lend it out as requested.
4. Send out press releases as opportunities present.
5. Give talks/presentations about bell ringing if requested.
6. Obtain information leaflets from the Central Council and make them available locally.
7. Aid communication locally between the Llandaff and Monmouth Branches, and between individual towers within the Association.
8. Promote the recruitment of ringers.