

Role Outline: Media Secretary

ORGANISATION NAME: Plymouth and District Badminton League

ROLE: Media Secretary

RESPONSIBLE TO: League Committee

NAME OF VOLUNTEER:

START DATE: **END DATE:**

Responsibilities:

- Support the efficient running of the league
- To promote the league through as wide a variety of media as possible
- Communicate with the club secretaries regarding news to be put into the public domain
- To keep the committee up to date with developments
- Be actively involved in creating and following a League Development Plan
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Signed:

Date: