



## PUBLICITY DIRECTOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Ensure that the Burnewood Community is kept well informed of special community league events by placing announcements in appropriate available media (i.e. Mill Woods Newsletter, daily newspapers, radio, television, community league notice boards, leaflets distributed door-to-door).
- Ensure that the greater Edmonton area is informed of newsworthy events conducted by the society, with news releases and/or public service announcements placed with the appropriate available mass media.
- Prepare and assemble news from Burnewood in electronic form for the Burnewood section of the Mill Woods Newsletter and submit before monthly deadline.
- Oversee the orderly distribution of the Mill Woods Newsletter and leaflets containing the Society's special announcements to all occupied homes in Burnewood.
- Report directly to the executive.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.