

Wellington Tramping & Mountaineering Club

Role Description



Revised July 2016

Position: Promotions Officer

Responsible to: General Committee

Responsible For:

1. The general promotion of the Club with a view to attracting new members.
2. The general promotion of Club activities to existing members with a view to fostering increased activity.
3. Meeting, welcoming and encouraging prospective Club members on Club nights, ensuring that they are introduced to Club members, and are given an outline of how the Club operates.
4. Arranging for an "Information desk" to be staffed on Club nights, with adequate stocks of materials for distribution to prospective members.
5. Organising at least one "New Member Night" each year.
6. Contributing to public relations activities, where appropriate.
7. Convening the Promotions Subcommittee for the purposes of achieving the above objectives and formulating policy for approval by the General Committee prior to implementation.

Membership of Committees:

The Promotions Officer is the convenor of the Promotions Subcommittee.

Liaison:

The Promotions Officer will maintain adequate liaison with:

1. The Social Convenor for scheduling Club promotions activities.
2. The Chief Guide and Assistant Chief guide for the promotion of Club trips.
3. The Communications officer, and Facebook administrators.

Financial Authority:

The Promotions Officer has no authority for expenditure on Club business, above the agreed social and promotions budget, without prior approval by General Committee.