

SA Masters Athletics Inc

JOB DESCRIPTION - PROMOTIONS OFFICER

MAIN PURPOSE

To promote and publicise the club and its activities to its members, new members and potential new members.

DUTIES

1. Ensure new members are welcomed to the club at our competitions, are shown what to do to enter and compete and that they have all the necessary information required.
2. Develop a “New members Package” in both paper and electronic formats
3. Ensure potential new members who express an interest in the Club’s activities or turn up at competition, are introduced to the necessary people and given information on the club.
4. Continually sound out members regarding their level of satisfaction with the club.
5. Inquire after the welfare of members who have been missing for some time.
6. Ensure follow-up of survey results and periodically arrange for new surveys.
7. Organise member profiles for inclusion in the club newsletter.
8. Ensure the club flyer is up to date and distributed to maximum advantage.
9. Produce special flyers for use at occasions such as the City Bay and various Masters Games.