

Position Description

Publicity Officer

The role of the Publicity Officer's is to publicise any and all U3A SP activities, as directed by the Committee.

The Publicity Officer is expected to follow the guidelines set down by the U3A SP Committee of Management and the Rules of Association, Code of Conduct and Privacy Policy.

Specific Duties

1. Create advertisements for publication to promote U3A SP activities; these may include:
 - Seniors Morning Tea
 - Paid advertisements
 - Community service announcements
2. Liaise with local Newspapers to secure publicity for U3A SP activities in Community Service sections
3. Submit brochures, flyers and promotional material to U3A SP Committee of Management for approval for any paid advertising.
4. Liaise with MPSC to promote U3A SP activities in council publications
5. Arrange for a member of a U3A SP Photography group to photograph members at key activities such as Seniors Morning Tea & Volunteers Christmas Luncheon; arrange for photos to be published in local newspaper publications & in the U3A SP Newsletter.
6. Provide U3A SP Committee of Management with a report of any publicity activity

Data Privacy & Security Statement

U3A SP must comply with OVIC privacy legislation and respect the personal information of individual members. Volunteers are advised that any member details may only be used for U3A SP purposes. Volunteers must not release or permit the release of this information without the consent of the member involved except in an emergency. Any digital or written paperwork relating to U3A Members must be kept confidential and disposed of in a secure way. (A shredder is available for use in the U3A Office).

The U3A SP [Privacy Policy](https://u3asouthpen.org.au) Statement is available on our website, <https://u3asouthpen.org.au> .