

# Weston-super-Mare Chamber of Commerce



## Public Relations

This role supports the President and Secretary to ensure the identity of the Chamber is consistent and provides professional content relating to communication for the President. He/she will work closely with the President, Vice Presidents, Secretary and Events Manager.

The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Promote events via the media and social networking
- Promote events to Members via the Secretary
- Compile a regular blog for the media with the President
- Receive content from the President, Vice Presidents, and Secretary to create a regular newsletter
- Passing the draft of all communications to the President for approval prior to forwarding to the media, social networking etc.
- Provide content to the webmaster for uploading to the Chamber website in electronic format