

<b>New Plymouth Contract Bridge Club</b>	
<b>Publicity Policy</b>	
<b>Policy</b>	<p><b>Objective</b></p> <p>To ensure accurate, consistent information is distributed to members and relevant personnel. Only assigned committee members, Convenors and/or Directors are permitted to make announcements</p> <p><b>Announcements</b></p> <p>Session announcements are prepared by the President at the beginning of each week using a template which lists - Successes, Upcoming events. Committee feedback, Session Sponsor, Clean up table, Reminder to turn off cell phones and the Director (see over).</p> <p>The announcement is read by the Convenor or one of the above</p> <p><b>Death of a member</b></p> <ul style="list-style-type: none"> <li>• Current members' death will be announced on their usual playing session</li> <li>• President or Life Members will be announced at each session</li> </ul> <p><b>News letter</b></p> <p>The newsletter editor puts out a newsletter 4 times a year (see Job Description)</p> <p><b>Facebook</b></p> <p>The club Facebook page is updated by authorised personnel</p> <p><b>Webpage</b></p> <p>The IT Manager or delegate updates the Website</p> <p><b>Computer files</b></p> <p>All committee members have access to club files. The computer and Internet are to be used by authorised members for bridge use only</p> <p><b>Advertising/Publicity</b></p> <p>All advertising and publicity are authorised by the Committee including budget</p> <p><b>Volunteer of the Month</b></p> <p>Members who have contributed to the club are nominated via the Committee. An article is prepared and announced/presented at the relevant club session</p>
<b>Reference</b>	
<b>Responsibility</b>	Committee
<b>Date:</b>	Reviewed May 2021

