

New Plymouth Contract Bridge Club	
Publicity Policy	
Policy	Objective To ensure that accurate, consistent information is distributed to members and relevant personnel. Only assigned committee members, Convenors and/or Directors are permitted to make announcements Announcements 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 advising who the Director is. The Convenor reads the announcements at the beginning of each session. Death of a member • a members' death will be announced on their usual playing session • President or Life Members will be announced at each session Newsletter The newsletter editor publishes a newsletter 4 times a year (see Job Description) Facebook The club Face Book page is updated by authorised personnel Webpage The IT Manager or delegate updates the Website Computer files All committee members have access to club files, except the complaints file which is held by the President. The club email is restricted to the President, Secretary, Treasurer and Teacher. The computer and Internet are used by authorised members for bridge use only Advertising/Publicity All advertising and publicity are authorised by the Committee including budget Volunteer Recognition Members who have contributed to the club are nominated via the Committee. An article is prepared and announced/presented at club sessions and newsletter Digital Images Photos of members are posted on the club Webpage and Facebook page. Members are asked to inform the photographer if they do not agree to this
Responsibility	Publicity Committee
Date:	Reviewed January 2025 v2