

ILLINOIS STATE CLUB OF SUN CITY WEST
PUBLICITY CHAIR JOB DESCRIPTION

1. The Publicity Chair will draft articles and review with the President before submitting.
2. The Publicity Chair will promote the Illinois State Club of Sun City West placing articles in local newspapers, such as Independent, Rec Center News, PORA, etc.
3. The Publicity Chair will take updated tri-fold brochures & flyers of upcoming Illinois State Club of Sun City West to the PORA visitors Centers as needed.
4. The Publicity Chair will place Illinois State Club of Sun City West in the Independent. Send articles to: wvnews@newszap.com
5. The Publicity Chair will place Illinois State Club of Sun City West in the Sun City West Rec News. Send article to: michael.melissa@suncitywest.com
6. The Publicity Chair will find other ways/venues to advertise the Illinois State Club of Sun City West, as possible.
7. The Publicity Chair will include the club name, Illinois State Club of Sun City West, in all Club articles. illinoisclubofscw.com
8. The Vice President/Breakfasts, Excursions Chair, Social Committee will get their information to the Publicity Chair who will be responsible to get the information out to the Rec Center, Independent newspaper, PORA, Daily News in Surprise & Rec Center Newcomers.

March 14, 2019