

CCARC CLUB INFORMATION OFFICER

Introduction:

- a. The Club Information Officer (CIO) is responsible for the inward reach to for promoting the club purpose and activities to the membership at large.
- b. The CIO is appointed by the President based on input from the club PIO.

Duties and Responsibilities:

- a. Establish and maintain a close working relationship with the Officers, Directors, and members of the club. Of particular importance is communicating relevant activity information to the club members on a routine basis.
- b. Working with the Services Director and the numerous club activity coordinators, generates advance and adequate publicity to the club membership through the club media venues of club activities to include, but not limited to, club meetings, public service activities, Hamfair, and Field Day operations.
- c. Works with activity coordinators to submits articles and photographs to CCARC for newsletter, website and social media applications. Additionally, ensure the development of activity announcements for reading on regularly scheduled nets (*Round Table, ARES Information, Simplex and other*).
- d. Keeps informative and attractive materials current and on hand such as club Flyers, Brochures, Tri-folds and other educational and informative items for distribution at club activities as appropriate. Ensure a supply of products are available at the monthly club meeting.
- e. Provide presentations to non-amateur radio based civic and community groups that may request it.

as of: 2015-08-19