



30 April 2020

PUBLICITY

1. PURPOSE:

To communicate to Firebelles and the LOP community meetings, events and schedules for Firebelles.

A. Responsibilities

- i. Prepare articles for LOP News, issued at the first of each month, containing: Monthly Speakers, Photos of Raffle winners, details of fundraising events and current donations.
- ii. Prepare short information articles for Pines Times, issued weekly.
- iii. Prepare information to be disseminated on Channel 7 news.

2. SKILLS:

Be an excellent writer, with good attention to details. Timely, to get articles in on due dates. Good with a camera or iPhone for photos.