SOS Committee Role: **Press Officer**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.*

Role Responsibilities

* Create list of press opportunities for SOS promotion
* Write press releases for SOS event and exhibitions, and send to contacts
* Organise adverts in magazines and newspapers
* Liaise with Treasurer/Chair to organise payment for adverts
* Organise radio and/or TV coverage to promote SOS
* Organise adverts with businesses to go into SOS Directory

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.