



Central Council of Church Bell Ringers

Public Relations Officer Job Description

1. The role of Public Relations Officer (PRO) would ideally suit someone with previous professional PR experience.
2. The PRO is pro-active in developing relationships with the media and public bodies and promoting bell ringing wherever appropriate.
3. The PRO acts as a recognised point of contact for the media and other enquirers external to the bell ringing fraternity.
4. The PRO is a source of communicating formal statements on behalf of the Council.
5. The PRO is an ex Officio member of the Public Relations Committee
6. The PRO is required to attend formal meetings of the Council (the Annual meeting in May and the twice yearly meetings of the Administrative Committee)
7. The PRO will take part in regular conference calls between the Council Officers and take actions as required.
8. The PRO will support all Council activities and render assistance and advice wherever possible.
9. The PRO is an officer of the Council, but not a Trustee.