



**JOB DESCRIPTION:**

Advertising Officer

**ROLE:**

- To promote the CLROC
- To manage advertisers

**RESPONSIBILITIES:**

- Be prepared for and attend CLROC Committee and General meetings
- Uphold the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- To manage the promotion of the CLROC
- Sponsorship
- To manage and liaise with businesses advertising with the CLROC – magazine/website/social media
  - To look for new advertisers
  - To maintain regular contact with advertisers to maintain the club's relationship with them. Liaise and assist with the updating of advertising as required.
  - To liaise with the Editor and webmaster to promote and keep advertising information up to date in magazine/website/social media.
  - To send out invoices to advertisers (February and due in March)

**EQUIPMENT PROVIDED:**

Invoice book. One drive access. Electronic invoice templates

Email: [clroc.advertising@gmail.com](mailto:clroc.advertising@gmail.com)

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.