

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

16) PUBLICITY CHAIR

As the name implies, the publicity chair is responsible for providing news releases and photographs of special events and achievements of members of the association. Specifically, her duties include the following:

1. Arrange and schedule photograph sessions for publication in the *Daily Independent* for the following:
 - Spring and fall tournament winners
 - New officers
 - Special interest items
2. Provide newspaper articles to the *Daily Independent* for the following events:
 - Welcome back luncheon
 - Christmas luncheon
 - Spring meeting/fun day
 - Spring luncheon
3. Take pictures of the officers and tournament winners.
 - Tournament Chair to notify with a list of winners for the Eclectic, Club Championship, and Medallion Tournaments.
 - Photos and write-ups for the newspapers are to be posted on communications areas at Lakes West.
4. Holes-in-Ones and Eagles
 - Hole in One Chair to advise when a hole-in-one has occurred during regular league play.
 - Photo & write up, post in communication areas and modified write up to be sent to Website Manager for our website
5. Maintain a binder with pictures taken throughout the year and articles which appear in the newspapers.
6. As a service to members, provide prints of displayed pictures as requested.
7. Write and publish news releases as directed.
8. Attend board meetings as scheduled.

(Revised 1/24)