

**Newcomers Welcome Club of Lake Oswego**  
Position Description (Revised May 2023)

**Title: PUBLICITY**

**Non-Elected Officer, Voting Member**

**Term: 2 years**

**Annual Budget: -0-**

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**DUTIES:**

Submit articles about club Meet & Greets, charitable work, and activities to the local newspaper, Lake Oswego Review.

**Release Example:**

The Newcomers Club of Lake Oswego is a social and philanthropic club for people who have moved to the area, are retired or whose situation in life has changed and are looking to meet new friends and join activity groups.

Activities include: book clubs, walking and hiking groups, cards and games, wine tasting, lunch and dinner groups, adventure excursions and many other weekly and monthly activities. The activities are for couples and/or singles. A Monthly Newsletter is sent to all members, and on the first Thursday of each month there is a Meet & Greet so new members can have the opportunity to get to know and learn more from club members.

Include club's email address for additional details on Newcomers' membership/activities. Contact for the Lake Oswego review is: Patrick Maleem, pmalee@pamplinmedia.com

- Distribute brochures locally to libraries, realty offices, coffee shops, other public outlets as well as places where Newcomers' members have contacts.
- Distribute Newcomers business cards to Board and club members for recruitment of new members.
- Revise Brochure periodically with updated copy and photos with a committee of Board members. This has been done as of Summer 2023.
- Encourage current members to utilize their social media outlets to promote Newcomers for the purpose of attracting new members and promoting club activities.
- Attend monthly Board meetings, Meet and Greet Coffees, and Luncheons when possible. Be prepared to give an oral report at Board meetings. If you are unable to attend a Board meeting, email a written monthly report to the President prior to the meeting date.

- Complete a "Position Report" at the end of each year.

Make copies for your files, the President Elect and if appropriate, your successor, for future reference.

- Attend the Joint Board Meeting (June), and if leaving office, review position's duties with your successor and pass on all club materials pertaining to the position.