

**BANDON LIBRARY FRIENDS AND FOUNDATION  
(BLFF)  
VOLUNTEER POSITION DESCRIPTION**

**1. Position Title**

Publicity Chair

**2. Work Location**

No office space is provided. Primarily, work at home, in the library or wherever Internet access is available.

**3. Purpose of the Position**

Coordinate and provide publicity for BLFF community activities. Work with the Board and other committee Chairs to ensure a positive image of the BLFF is presented to the general public.

**4. Responsibilities and Duties**

- Work with the Board and committee Chairs to coordinate any advertising and special notices
- Create press releases for upcoming events.
- Develop and distribute flyers for upcoming events.
- Maintain a calendar of events
- Send email announcements and reminders of events to the BLFF email distribution list.
- Provide BLFF historian with information and materials reflecting BLFF activity.
- Provide the webmaster with promotional and informational material for the BLFF website.
- Post event and organizational information to social media outlets like Facebook
- Develop and maintain a database of area newspapers, newsletters, and websites and community television and bulletin boards that are willing to include information about BLFF events.
- Send event information to Bandon Chamber of Commerce for the community calendar.
- Develop an annual publicity activity budget.
- Develop volunteer descriptions for publicity committee volunteers, as needed.
- Acquire and distribute or sell promotional materials.

**5. Qualifications**

- An organized person who wishes to promote and support the mission and goals of the Bandon Library Friends and Foundation.

- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.

**6. Commitment Expected**

Generally, there are 4 to 6 BLFF events monthly. Appropriate publicity for each is required. Attending BLFF Board meetings is recommended which requires 2 hours monthly.

**7. Training**

- BLFF Board Volunteer Coordinator will assist the volunteer in obtaining the necessary training and documentation.

**8. Other**

None