



PRESS CO-ORDINATOR

PURPOSE OF THE JOB

The Press Co-ordinator is responsible for communication between the SMCA, its members, organising clubs and regional, national and international publications.

The Press Co-Ordinator co-ordinates the writing and publication of race reports, race results and matters of interest to SMCA members and sidecarcross supporters and the general public.

The Press Co-Ordinator is responsible for the production of SMCA advertising, advertising by the SMCA carried out on behalf of sponsors or organising clubs and the production and distribution of bulletins or mailshots as necessary.

DUTIES & RESPONSIBILITIES:

1. To be the focal point for publications wanting information regarding sidecarcross from 'quotes' to photographs and reports.
2. To ensure that the dates of Championship meetings are published in national publications, sidecarcross.com and the smcagb website.
3. To recruit and manage a team of personnel,(not all necessarily SMCA members) to report on:
 - a. Sidecarcross Grand Prix
 - b. British Championship
 - c. Clubman's Championship
 - d. UMX Sidecarcross events
 - e. Other meetings or matters of interest.
2. To liaise with Championship recorders to ensure that race results are published in both the press and on relevant websites.
3. To ensure that any advertising carried out by the SMCA is affordable, good quality, relevant and timely.
4. To manage the collation of articles and the production of either bulletins and/or mailshots to ensure that they are affordable, good quality and accurate.

REPORTING TO:

The Press Co-Ordinator is accountable to the Chairman, the members of the SMCA Committee and the members of the SMCA.