

Chair Descriptions

Public Relations Chair

The Public Relations Chair is to promote the Woman's Club of Fullerton, our events, awards, accommodations and more in our community and beyond such as:

- Press releases, write or have someone write, always have it edited and get Executive Board approval for such things as:
 - o Fundraising events
 - o Awards the WCOF or a member has received
 - o Donations or projects the WCOF has done to help our community and/or charities
 - o Any human interest story that may arise within or involving the WCOF
- Keep an eye out for other public relation opportunities that the WCOF can be involved with to keep our visibility in our community

The Public Relations Chair is in charge of the contact list we currently have to send out press releases.

- Add to this list as other sources become available
- The Fullerton Observer has been very good about publishing most everything we send them
 - o Contact Sharon at Fullerton Observer
- Journalist Lou Ponsi from the Register has been very supportive of the WCOF in the past
- Orange Peel this is the Orange District newsletter
- The Call this is the Orange District newsletter
- NOC Chamber of Commerce

The Public Relations Chair is to keep the Historian Chair informed of articles printed in newspapers, magazines etc. so that she can keep a copy for the WCOF history.

The Public Relations Chair is to keep a binder of all activities to pass on to the next Public Issues Chair.

The Public Relations Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who have helped with a Public Relations and send that information to the Dean of Chairs within a month of the activity.

The Public Relations Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.