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## Comox Valley Horticultural Society

### Position Description: Publicity Chair

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Duties include:

- Obtains information and .jpg image about the month's speaker from the Program Chair. Send an article to the newsletter, Membership Chair and Web Coordinator at the beginning of each month;
- Creates a news article listing the topic, topic description, a brief speaker's bio, meeting date, time doors open and where, cost for non-members, and the website for further information. Email the article and attached jpeg. photo 14 days ahead of the meeting date to the Comox Valley Record Editor ([editor@comoxvalleyrecord.com](mailto:editor@comoxvalleyrecord.com)). Request publication in the week prior to the meeting. Type the article in Times New Roman font size 12, one space only between sentences;
- Sends a notice to Shaw Community Events ([Marjorie.greaves@sjrb.ca](mailto:Marjorie.greaves@sjrb.ca));
- Completes the on-line application to [www.mycomoxvalleynow.com](http://www.mycomoxvalleynow.com). Select Community Calendar Events (31), + Submit Event;
- Submits event to [www.What's On Digest](http://www.What's On Digest). Log in, Select Submit Your Event;
- Submits the event to Helen Chestnut for publication in the Times Colonist, as early as possible. ([hchesnut@bcsupernet.com](mailto:hchesnut@bcsupernet.com))
- Assists with Plant Sale(s)
  - Coordinate with the Plant Sale Chair to create an article and submit to Comox Valley Record editor 14 days in advance of the sale.
  - Attach a photograph from previous sales.
  - Include Comox Valley Horticultural Society Spring Plant Sale Location, Date, Time, Come Early for Best Selection, Cash Sales Only, bring a tote to transport your treasures safely home.
  - Complete on-line community events postings in the Record, Eagle FM, and Shaw;
  - Place an advertisement in Kijiji Comox Valley and Craigslist Comox Valley, post under both Community and Garage Sales;
  - Submit an advertisement for the CV Record Garage Sales.
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting.