

Regional Reporter: Job Description

(operations: voluntary role)



Appointed by: SOA Executive
Period of tenure: Not limited
Reporting: Regular standard report to Marketing & Communications Director

5 x Regional Reporters: North - Aberdeen and Deeside
North - Highlands and Moray
West
East
South of Scotland

Aims

1. To provide up to date information about orienteering, events and results within the region for communication to internal audiences/key stakeholders.
2. To provide up to date information about orienteering, events and results within the region for communication to external audiences (via media)

Duties and Responsibilities

- Keep up to date with orienteering activities within the region.
- Maintain contact with local clubs to keep up to date with activities.
- Provide updates for the SOA Website as and when newsworthy items occur.
- Provide reports for SCORE Magazine on activities within the region.
- Develop and maintain a range of media contacts within the region.
- Secure placement of orienteering content in appropriate regional media.
- Invite the press to attend major events within the region.
- Keep a record of all press cuttings, radio and TV coverage.

Pro-forma for reporting ("Nothing to report" is permitted!)

1. Any Achievements you wish to highlight to Board of Directors
2. Any Issues / Areas of concern you want to highlight to the Board of Directors
3. Any Requests of the Board of Directors