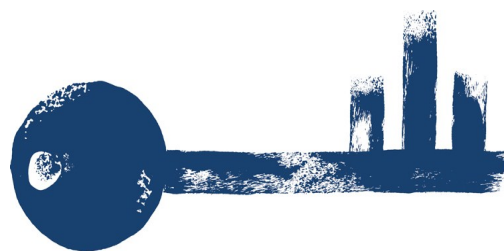


# Duties of a Publicist

## CNH KIWIN'S Membership Resources

A publicist is vital to KIWIN'S because he/she is responsible for all printed material the club receives. The editor is the advertiser and the communicator of the club. He/She must consistently publicize all events through word of mouth, literature, social media, etc. This role requires time and knowledge on dates and happenings of district and international events in addition to the current club projects and plans. The publicity chair must be knowledgeable of the programs and structure of KIWIN'S. A publicist has the role of making KIWIN'S known within the community and the school. Your duties overlap with those of the club historian and as a result, you must work closely with him/her.

### Duties and Responsibilities:



- Publicize meetings by posting flyers and KIWIN'S posters.
- Make morning announcements, posters, signs, and banners to promote projects and meetings, and any time of KIWIN'S promotion.
- Utilize various types of communication (e.g. Twitter, Facebook, phone, etc).
- Update website as frequently as possible.
- Mass produce flyers and distribute to general members for fundraisers or other events.
- Submit article report form on time every month and articles to KEY CLUB magazine
- Publish club newsletters regularly (e.g. monthly)
- Understand school policies regarding publicizing posters/literature around campus.

### Yearly Duties:

- Contact local newspapers to advertise major projects or KIWIN'S news.
- Create concise, simple signs and posters to advertise KIWIN'S.
- Post signs in school corridors, bathroom stalls, classrooms, cafeteria, library, etc.



a Kiwanis-family member

[kiwins.org](http://kiwins.org)

Cal-Nev-Ha KIWIN'S | Key Club International