



## PROVINCE OF EAST LANCASHIRE COMMUNICATIONS COMMITTEE



The **District Communications Officer**, hereafter 'DCO', is a member of the District Team and is responsible to the District Chairman, who, in turn is responsible to the Assistant Provincial Grand Master for the relevant Area.

The DCO, in conjunction with his colleagues from other Districts, has a responsibility to improve the Province's internal communications whilst also continually presenting Freemasonry in a professional and positive light to the general public.

As a valuable member of the Communications Committee and the respective District Team, it will be the role of the DCO to constructively interact with and feed back information to his colleagues.

The Communications Committee meets twice yearly.

### **Further duties of the DCO**

1. To liaise with and support the District Chairman in internal District Communications.
2. To support the District and Provincial Charity Stewards with ELMC / MCF events and attend such events for photo opportunities.
3. To support and promote local events, notable meetings and important milestones for both Craft and Royal Arch.
4. To prepare and submit digital reports for such events on the Provincial website and social media in line with Provincial Communication Committee standards (Appendix: Provincial Communication Standards and Requirements document).
5. To liaise with local print media outlets and submit articles as and when required.

***Chairman of the Communications Committee***

**March 2019**