

Volunteer Spokesperson Duties Outline

Dear [Volunteer Name],

Thank you for stepping up as a spokesperson for [Organization Name]. Below is an outline of your key responsibilities:

1. Representing the Organization

- Act as the face and voice of [Organization Name] at public events.
- Deliver messages and communicate the mission of the organization effectively.

2. Public Speaking Engagements

- Participate in community meetings, workshops, and conferences.
- Prepare and deliver speeches on behalf of the organization.

3. Media Relations

- Engage with local media outlets for interviews and press releases.
- Convey key messages to the public through interviews and social media.

4. Coordination with the Team

- Work closely with the marketing and outreach teams to align messaging.
- Provide feedback from community interactions to improve outreach efforts.

5. Training and Development

- Participate in training sessions to enhance public speaking and media engagement skills.
- Stay informed about the organization's initiatives and updates.

We appreciate your commitment and look forward to your contributions as our spokesperson.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]