

## **POSITION DESCRIPTION**

### **Social Media Manager**



#### **Non-Committee Role**

Non-committee level position, plays a vital role in having a job without the extra commitment.

#### **Objectives**

- To provide coordination of the Associations' social media activities.
- To provide support to the COM through the efficient operation of social media.

#### **Responsibilities**

- Develop and maintain the Associations' social media and manage its ongoing administration.
- Liaise with stakeholders to ensure the social media reflects current opinions of the Association.
- Ensure all social media articles comply with federal and state legislation in relation to privacy, gender, race and religious regulations.
- Be aware of innovations in social media.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

#### **Relationships**

- Reports to the and communication manager.
- Liaises with the secretary, match convenor and website manager,
- Liaises with the president, COM and all Association members.

#### **Accountability**

- The social media manager is accountable to the Marketing and Communications Coordinator.
- Provides a report on any aspect of social media operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.