

POSITION DESCRIPTION

Social Media Coordinator



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 association's social media activities.
- To provide support to the executive committee through the efficient operation of social media.

Responsibilities

- Develop and maintain the association's 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 Communications Coordinator & Executive Secretary
- Liaises with the Revenue Coordinator.
- Liaises with the president, executive committee and all club members.

Accountability

- The social media manager is accountable to the Executive Secretary.
- Provides a report on any aspect of social media operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the association to any financial expenditure or action.