

# Waratah Netball Club

## Communication Officer Duties

1<sup>st</sup> January 2020

### Intro

The Communication Officer is a Non-executive member of the Club Management Committee, and is responsible for developing and managing the Communications strategy undertaken by the Club. The Communication Officer should ensure that the Club website and social media sites are contemporary and relevant.

As a Committee member, the Communication Officer must be aware of the Club Constitution and policies and perform their duties within that framework.

### Communication Officer Tasks

The Communication Officer must:

- Liaise with the Club Executive with respect to information policy and management
- Coordinate Club email information
- Ensure that the Club email system is maintained with updated Committee positions
- Update digital information platforms to ensure information is current and accurate. In particular, the Communications Officer should:
  - Ensure that the Club website pages are updated regularly and frequently
  - Ensure that the Club Instagram profile is updated regularly and frequently
  - Ensure that the Club Facebook page is updated regularly and frequently, including
    - Seeking and approving recommendations for Club Facebook profiles
    - Managing the Club profile picture
    - Posting information for members about news and events

*(Note: Any member of the Executive may post to the Facebook page. The Facebook page is not solely the purview of the Communications Officer.)*
- Report any misuse of Club social media to the Executive Committee
- Liaise with the Social Coordinator and Fundraising Coordinator to promote the Club events and activities (eg Trivia Night)
- Attend Club Management Committee meetings

### Review of this Duty Statement

The Communication Officer is to review this Duty Statement annually, or on appointment to the position.