

Title: Committee Job Description: Media Director	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 30th June 2014
Related Documents:	UNCONTROLLED IF PRINTED

The Media Director has overall responsibility for club general meeting media presentations, and in particular, club still and video photography.

In the execution of this role, the **Media Director** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct.
3. Effect photography at club events wherever possible and confer to the club full rights to use such images and video as it deems appropriate.
4. Receive photographs and other media from other club members.
5. Make available club photography to the Magazine Editor, Webmaster and selected images to general members via the Club Members Facebook page.
6. Develop video, slideshow and PowerPoint presentations to support club meetings.
7. Incorporate visual media provided by other club members to support club meetings.
8. Liaise with Social Secretary, Special Events Director and Motorsport Director to provide club media coverage for events.
9. Appoint a person to provide media coverage at events where the Media Director is unable to attend in person.
10. In this role the Media Director would retain custody of the club's digital projector and agree to use his own laptop computer for general meeting Powerpoint and general media presentations.
11. Maintain the confidentiality of Committee business
12. Be involved in the continuous improvement process
13. Be a team player and make the good of the Club the over-riding priority
14. Listen to Club Members
15. Perform any other duties as may be required.

Change History:

1. 30/06/2014 New Job Description
2. 01/01/2016 General Review

Committee Member Acceptance: _____ Date: _____

Name

Signature