

Title: <b>Committee Job Description: Social Media Administrator</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: New Document
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The Social Media Administrator is responsible for the Club’s Facebook based communications and the administration of the Club’s Privilege Membership program.**

In the execution of this role, the Social Media Administrator will:

1. Maintain and improve the Club’s private Facebook page, keeping it as up to date as possible.
2. Remove inappropriate content from the Club Facebook page in a responsive manner.
3. Promote events on Facebook to reflect information on the Club web-site and broadcast emails.
4. Liaise with the Webmaster and Magazine Editor to ensure communication media are coordinated
5. Perform the Role in accordance with the Club Constitution
6. Comply with the Club’s Code of Conduct
7. Maintain the confidentiality of Committee business
8. Make recommendations to improve the Clubs communication effectiveness
9. Be involved in the continuous improvement process
10. Be a team player and make the good of the Club the over-riding priority
11. Listen to Club Members
12. Assist in preparing venue for Club meetings
13. Prepare report for bi monthly club magazine
14. Perform any other duties as may be required

**Change History:**

1. 01/01/2016 New Document.

**Committee Member Acceptance:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature