



Position Description – Social Media Coordinator

The role of the Social Media Coordinator is to maintain the Clubs Facebook ensuring site remains current. The Coordinator will also add and remove items as per direction from the Club President, Exec Committee or Committee.

Desirable Attributes:

- Good Organisational Skills
- Dedicated Club Person
- Honest/Trustworthy
- Good computer skills
- Good communication skills

Specific duties include but are not limited to:

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- Update Facebook when requested
- Co-ordinate with any social media volunteers involved within the club
- Relay messages to members as needed
- Maintain the integrity of the Facebook site and remove any inappropriate postings
- Adhere to the VWA Policy for Social Media adopted by the Club
- Report to the committee any updates / upgrades or changes required

Document Version	Date Approved	Review Date
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