



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	Social Media Co-Ordinator
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> • 1-2 hours per week for correspondence and committee tasks during the season • 2 hours bi-monthly to attend Committee Meetings • 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> • Hold a current Working with Children Check • Completion of any training required specific to the role • Fulfil Child Safety requirements • Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)
Primary Purpose of Position	
<ul style="list-style-type: none"> • To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club • To provide support to the President, Vice President, Secretary, and other Committee members to ensure the club sets and meets its goals and objectives • Ensure the club is administered according to the Club Rules and completes all legal and compliance obligations <p><i>If at any stage the Social Media Co-Ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.</i></p>	

Key Responsibilities	<p><i>To successfully undertake the role of Social Media Co-Ordinator, the role requires the person:</i></p> <ul style="list-style-type: none"> • Contribute to creating an environment that encourages sharing of information, ideas, and feedback • Represent the Hi-Lites Club in a professional and positive manner • Is a member of the Hi-Lites Netball Club committee • Undertake the role in good faith and honesty • Act in the best interest of the members always • Be well-informed of all club activities
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- Have a good working knowledge of the constitution, club rules, and by-laws, policies, and procedures as well as the duties of committee members
- Have a good understanding of the legal and compliance obligations of running the club
- Oversee and co-ordinate the Club's communication strategy, including website, newsletter, and social media platforms

Key Responsibilities

- Promote the club's key activities and events throughout the year
- Promote the club's social media platforms
- Create engaging content
- Build an audience on social media
- Facilitate social media participation and engagement among the Committee members
- Collaborate with teams to share messages, photos, achievements etc
- Manage passwords and general housekeeping of social media platforms in use

End of Year handover

- At the end of each financial year, a key activity of the Social Media Co-Ordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each year

Induction of incoming Social Media Co-Ordinator

- An important responsibility of the outgoing Social Media Co-Ordinator is to train, mentor and support the incoming Social Media Co-Ordinator.

Essential Skills and Experience

- Effective communication skills
- Personal organisation skills
- Effective delegation skills
- Enthusiastic and well organised
- A frequent user of social media sites
- Be discreet and able to maintain confidentiality on relevant matters
- Able to work independently and as a part of a team
- Access to a computer, the internet and basic computer skills



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