

## WPC CRICKET TASK SHEET

<b>POSITION:</b>	<b>SOCIAL MEDIA ADMINISTRATOR</b>
<b>Task Objective:</b>	Regularly update and maintain WPC Cricket Social Media sites
<b>Support Person:</b>	Secretary
<b>Work Times:</b>	All year
<b>Expected Period of Role</b>	From AGM to AGM
<b>Blue Card Required</b>	Yes
<b>Reward</b>	\$150

SOCIAL MEDIA ADMINISTRATOR TASKS	WHEN
Operate in accordance with WPC Cricket's Social Media and Networking Policy	Always
Create Facebook page content from club messages, happenings and future events	Ongoing
Post Club updates on the WPC Cricket Facebook Page	Weekly/as required
Keep in contact with team Captains/Coaches/Managers for updates with various teams and post on site	Weekly/as required
Provide accountability and control over material published on the club Facebook page removing spam or trolls. Abusive, discriminatory, intimidating or offensive posts are also to be removed and those who breach the rules will be blocked from the site and a report provided to the Management Committee through the Secretary.	Ongoing
Always post and reply in a professional manner as you are a representative of WPC Cricket	Always
Keep updated on all cricket news (Metro South West, MSW Representative, QSDCA, Qld Cricket, Cricket Australia etc.) and repost notable news and information to WPC Cricket Facebook page.	Regularly
If at any time a Twitter account is opened, to update and retweet relevant news and information, blocking those who post offensive statements.	When required
Liaise with Secretary to assist with promotion of Facebook page and linking of members to the page.	Ongoing
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the Annual General Meeting of the club	November
Attend End of Season Club Presentation Event	March

### KEY RISKS

**Ensuring that Facebook page content is appropriate and inappropriate posts are removed, users blocked and reported -**  
 The club is to ensure it operates in accordance with the Social Media and Networking Policy.  
**Ensuring Facebook page is consistent with club mission and aims - supports** the promotion and development of the club.

I have read and understood all the policies, procedures and requirements expected of this role.

I agree to be bound by any Code of Behaviour and Policies of WPC for the time being in force, including Australian Cricket's 'Looking After our Kids' Code of Behaviour for Affiliated Associations and Clubs.

POSITION HOLDER

NAME

SIGNATURE

DATE

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DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	