

WPC CRICKET TASK SHEET – September 2025

POSITION	SOCIAL MEDIA ADMINISTRATOR
Task Objective	Regularly update and maintain WPC Cricket Social Media sites
Support Person	Secretary secretary@wpccricket.com.au
Work Times	All year
Expected Period of Role	From AGM to AGM
Blue Card Required	Yes
Reward	\$375

SOCIAL MEDIA ADMINISTRATOR TASKS	WHEN
Operate in accordance with WPC Cricket's Social Media Policy, Photography Policy and Procedure and club Communication Plan,	Always
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety	Prior to season starting
Ensure you and your assistants are vigilant in implementing child safety procedures.	Always
Create Facebook or other social media page content from club messages, happenings and future events	Ongoing
Post Club updates on the WPC Cricket Facebook Page or other social media pages	Weekly/as required
Keep in contact with team Captains/Coaches/Managers for updates with various teams and post on sites	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, Warehouse, Qld Cricket, Cricket Australia etc.) and repost notable news and information to WPC Cricket Facebook page or other social media.	Regularly
Liaise with Secretary to assist with promotion of Facebook page and linking of members to the page.	Ongoing
Identify key data and analytics that indicate the effectiveness of the club social media sites as marketing and communication tools and report on this to the Management Committee.	Always
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end

SOCIAL MEDIA ADMINISTRATOR TASKS**WHEN**

Attend the General Meetings and the Annual General Meeting of the club

Quarterly and
November

Attend End of Season Club Presentation Event

March