

WPC CRICKET TASK SHEET

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| 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 | \$150 |

| SOCIAL MEDIA ADMINISTRATOR TASKS | WHEN |
|---|--------------------------|
| Operate in accordance with WPC Cricket's Social Media and Networking Policy | 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 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, Warehouse, Qld Cricket, Cricket Australia etc.) and repost notable news and information to WPC Cricket Facebook page or other social media. | 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 |