# Club Media Officer

## Roles & Responsibilities

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| Version: | **1** |
| Adopted on: | Pending |
| Last reviewed on: | Pending |
| **Next review date:** | Pending |

The Club Media Officer is responsible for the publicity and media of all facets of the club, through a number of channels.

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:** Strong communication skills

Experience using a number of digital media platforms

Good organisational skills

Pro-active & Enthusiastic

**MAIN DUTIES:**

1. Keep all Club Social Media channels & Club Website up to date
2. Post on Club Social Media channels regularly (e.g., training updates/game results/player of the match)
3. Share social media content from the Scottish Handball Association
4. Distribute a monthly newsletter to members
5. Organise photographs to be taken at events & matches

**Recommended Club Social Media Channels:**

Facebook (Page)

Instagram

Twitter

**TIME COMMITMENT:** …………………………………………………………………..

SIGNATURES:

**Treasurer** ……………………………………………………………...

**Date** …………………………………………………………………...

**Chair Person** ……………………………………………..…………

**Date** …………………………………………………………………...