



Mt Colah Football Club

Position Description – PR-Media Officer (Executive Committee Member)

JOB TITLE:

PR-Media Officer

OBJECTIVE:

To provide and disseminate up to date information on club events and relevant football matters to members, support to the President, Secretary and other Executive/General Committee members to ensure the efficient operation of the club.

RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Attend monthly Executive Committee meetings
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Facebook, Events etc.)

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio (e.g. sponsorship)

ACCOUNTABILITY:

- Executive/General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills.

- Creative thinker.

The estimated time commitment require as an Executive Committee member is up to 2 hours per week + meetings.