



OFFICER CRICKET Communications Manager Position Description

The Officer Cricket Communications Manager is a general committee role elected by members at the Annual General Meeting. The role is responsible managing and coordinating communication within Officer Cricket Club (OCC) and supporting platforms utilised by the club

OBJECTIVES

- To provide coordination of the club's website, social media activities, direct mail-outs, and any other form of communication.
- To assist in providing and gathering content for all forms of communication.
- To provide support to the executive committee through the efficient operation of social media.

RESPONSIBILITIES

- Develop and maintain the club's communication and manage its ongoing administration.
- Liaise with stakeholders to ensure the communications reflects current opinions of the club.
- Ensure the maintenance of and an accurate website and Facebook Page on behalf of all club members & provide details to the club secretary when required.
- Ensure all articles and photographs comply with federal and state legislation in relation to privacy, gender, race, and religious regulations.
- Assist other committee members in their duties with communication support as required.
- Organise photography where required.
- Ensure weekly match reports and individual player achievements are published in the local press and social pages
- Organise informative articles where required.
- Organise current news for stakeholders e.g., events, results, appointments, fundraising activities etc.
- Coordinate local media for president, senior coach, and Director of Junior Operations
- Undertake tasks at the request of the president, executive or general committee.
- Be familiar with the rules policies and practices of the OCC

RELATIONSHIPS

- Reports to the secretary.
- Liaises with database manager.
- Liaises with the website and social media managers.
- Liaises with the Director of Cricket Operations, Director of Club Operations and Director of Junior Operations and the social event, sponsorship, and membership manager.
- Liaises with the president, executive committee, and all club members.

ACCOUNTABILITY

- The communication manager is accountable to the secretary.
- Provides a report on any aspect of communication operations to the executive and general committee when requested.
- When required seeks ratification from the secretary prior to committing any comment related to the club, member or any individual
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.

27-Jun-23

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