



Media Officer

Objective

- Provide media news and match bullet points to VAFA Scribe and VAFA Media Manager
- Produce news and match reports for club website
- Promote club and VAFA through social media

Responsibilities

- Send match notes to designated VAFA scribe by Sunday 5pm each week of the season
- Ensuring responsible use of club's social media
- Send news items to VAFA Media Manager to promote the club
- Produce match report for club website
- Provide photos where possible to VAFA Media Manager
- Contact point for access to club players, coaches and officials for interviews with media

Relationships

- Reports to the Club Committee
- Liaises with VAFA Media Manager
- Liaises with VAFA designated scribe.

Accountability

- Accountable to the Club Executive & Committee.
- Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
- Ensuring players, officials and supporters do not breach VAFA Social Media Policy.

