



Position Social Media Secretary

Review Date: 10th September 2016

Roles and Responsibilities Summary

To manage the club's social media activity.

Gathering information on runners' activities and achievements and publishing weekly.

Working with club publicity officers to publish club news as received.

Working with the club secretary to add the clubs training plans on a weekly basis so that members and new runners are informed.

Uploading and maintaining the clubs photo library on Facebook.

Moderation - Acting on all notifications promptly to check for appropriate use and language.

Accept or deny followers on twitter.

Promote club activity including the Double or Quit race.

Respond to all messenger questions received promptly, redirecting questions to other committee members if appropriate.