



COMMITTEE ROLE DESCRIPTION – SOCIAL MEDIA COORDINATOR

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| Organisation | Noranda Netball Association |
| Committee Title | Social Media Coordinator |
| Position Type | Volunteer |
| Reports to | Noranda Netball Association Committee |
| Currently filled by | Hannah Walkerden |
| Commencement date | Noranda Netball Association 2025 AGM |
| End date | Noranda Netball Association 2026 AGM |

POSITION DETAILS

Purpose

The Social Media Coordinator is responsible for managing the Noranda Netball Association's (NNA) social media platforms and website. This includes creating and scheduling posts, designing graphics, updating website content, and promoting key activities, events, and achievements. The role involves fostering online engagement, reporting on social media performance, maintaining branding guidelines, and assisting with communications to members.

Knowledge/Skills

- Understanding of Association activities and its future direction and plans
- Understanding of the Associations Constitution, By-Laws, Policies and Procedures
- Computer literate
- Social Media literate (specifically Facebook and Instagram)
- Ability to design graphics for social media posts (preferably through Canva)
- Effective communication and good interpersonal skills
- Act with integrity, confidentiality, and objectivity
- Good organisational skills
- Positive and enthusiastic attitude

Typical time commitment

- Approximately 5 hours per week leading up to & including the Winter & Spring seasons (*Feb – Dec*)
- Game days may require additional hours
- Weeks containing Committee Meetings will require 1-3 hours (*11-12 per year*)

Responsibilities and Duties

- Promote NNA through social media platforms including important information, announcements, dates, achievements and events
- Manage the NNA website by keeping content up to date and uploading documents, pictures and other resources as required
- Create visually appealing and on brand posts, graphics and flyers for social media



- Foster engagement on social media by consistently posting and independently planning content
- Report on engagement statistics at each committee meeting
- Follow, update and manage a 'Social Media Guideline' detailing NNA's brand (colours, fonts & logo)
- Together with the Committee, maintain a calendar for the season, hosted on the NNA website
- Help with managing game days if and as required
- Communicate with Association Members as required
- Other duties as directed by the Committee
- Abide by the Associations Code of Conduct

ESSENTIAL

- At all times ensure a Child Safe environment
- Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
- Comply with the WA Working with Children Check (WWCC) Legislation which means you will be required to obtain a WWCC unless an exemption applies
- Promote and display the Associations values and behaviours
- Promote netball in a positive manner

ADDITIONAL INFORMATION

Volunteering in this position gives you the opportunity to:

- Develop and execute creative strategies for social media
- Enhance skills in content creation and audience engagement
- Shape the association's online presence and digital identity
- Demonstrate ability to manage and grow a community-focused brand
- Work as part of a team dedicated to the growth and development of Noranda Netball Association
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of Noranda Netball Association
- Use your skills in a positive and engaging way
- Develop a greater understanding of sports management structures

Volunteering in this role may attract an honorarium payment after the completion of both the Winter and Spring seasons. Any such payment will be decided by the NNA Committee.

For further information on this Committee position, please contact Janice Clamp, Noranda Netball Association President via email: president@norandana.com.au

If you would like to nominate for this position, complete the nomination form by 3pm, 13 February 2025 and return it to:

The Administrator
Noranda Netball Association
competition@norandana.com.au