

Committee Member Position Description	
Committee Member:	Social Media Officer
Board Support Member:	Michelle Legg
1. Purpose of Position	
<p>The Wollondilly Women In Business (WWIB) network is a Not For Profit organisation conducted by a committee of volunteers and Board Members, aiming to improve professional development opportunities and empower women in business across the Wollondilly region. All work and activities conducted with WWIB are in alignment with the values of inspiring supporting and encouraging women in business.</p> <p>The purpose of the Social Media Officer is to implement social media tasks and actively manage WWIB social media accounts.</p>	
2. Responsibilities	
<ul style="list-style-type: none"> 2.1 Implement social media tasks in adherence with WWIB guidelines and contribute to marketing campaigns; 2.2 Liaise and collaborate with the Promotions and Marketing Committee Member to implement social media tasks; 2.3 Write reports and various business documentation; 2.4 Attend Committee meetings and WWIB events; 2.5 Positively contribute to WWIB strategic direction; and 2.6 Ad hoc duties as required. 	
3. Selection Criteria	
<ul style="list-style-type: none"> 3.1 Demonstrated experience using social media in a business context; 3.2 Excellent written and verbal communication with the ability to work collaboratively with team members; 3.3 Ability to demonstrate WWIB values and to maintain privacy and confidentiality; 	

- 3.4 Ability to build positive relationships with the Wollondilly community, Committee Members, Board Members and other stakeholders;
- 3.5 Demonstrated time management and organisation skills.

4. Approval & Review

Approved By:	WWIB Board	Review Date:	January 2019
Committee Member Signature and Date:		Date:	