



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - MEDIA

Works in conjunction with :

Other Portfolios - ALL (directly responsible to President & Secretary)

External to Committee - BWA ; Members ; Team Managers

Responsibilities and Duties :

- ◆ Produce newsletters throughout the season
- ◆ Liaise with all portfolios for input into newsletters
- ◆ Maintain and update the Club website
- ◆ Oversee the content on the Club facebook page
- ◆ Design official Club logos, pamphlets, invites etc as directed by Secretary
- ◆ Organise photos at club games and social events for Promotional use

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (intermediate level)
- ◆ Is well organised
- ◆ Has access to a camera and computer camera software or (club member with equipment)
- ◆ Access to document design software
- ◆ Marketing experience would be helpful