

**Wide Bay Regional Swimming Association**  
**MANAGEMENT COMMITTEE MANUAL**

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**Section 2.6            Position Description - Publicity & IT Officer**

*Written : 2005*

*Last Revised : September 2014*

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**Position Overview :**

- Reports to the Management Committee and ultimately the President
- Assist in the growth and development of the Association by ensuring a regular and effective flow of information on all matters via internal and external media outlets
- Should be fully conversant with the Association's Constitution, Policies and Procedures

**Primary Duties :**

- Follow the directions and requests of the President and Management Committee, acting in a timely fashion,
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate,
- Seek opportunities to promote the association and its members in all media outlets,
- Solely responsible for the ongoing and proactive maintenance and updating of the Association's web-site to assist with timely distribution of information and access of Management Committee members,
- Proactive maintenance and updating of the Association's social media sites, eg Facebook,
- Co-operate with members and foster good relations to benefit members.