

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
MEDIA OFFICER

General Information

The Media Officer is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- is the main point of contact with the media on behalf of Croquet Queensland;
- may be a member of Croquet Queensland's Development and Promotions Sub-Committee.
- identifies and suggests media opportunities for Croquet Queensland, in particular Queensland state tournaments and state representative players;
- seeks media opportunities, including through social media;
- assists Member Clubs with media suggestions where possible; and
- provides monthly updates to both the Management Committee and Development and Promotions Sub-Committee regarding media activities.