



Social Media Coordinator

NAME OF CLUB:	Hungerford Hares
ROLE:	Social Media Coordinator
RESPONSIBLE TO:	Club Committee

Typical Responsibilities:

- Review the club's social media presence and work with the Committee to develop it.
- Create a social media club code of conduct and social media policy and ensure that it is communicated to all members.
- Create social media content for Hungerford Hares.
- Encourage members to write race reports and blog content for our social media sites.
- Work with Club Promotions Officer and Website Coordinator to communicate key club messages via social media.
- Manage queries via social media from members of the public and direct them to the relevant committee member(s).
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

C2 General