

JOB DESCRIPTION for GWQGC. Social Media Liaison Officer. JULY 2017

- (a). This Social Media Liaison Officer will be a financial Branch member and will form part of the Committee of Management.

- (b). She will be required to attend Branch committee meetings Feb May August October and the AGM held in the last Sunday of September, and to provide a concise report at these meetings outlining the nature of all Face Book posts.

- (c). She will comply with the social media guidelines as set out in the Branch web site guidelines and check with a the President before posting any photos in case any member does not wish her photo to appear on the Branch web site.

Rosemary Power (President) GWQGC

The Funds/raising/ Grants Writer will attend all Branch committee meetings I.e. Feb May August and October Committee Meetings and the AGM held in the last Sunday of September and be a financial member.

She will provide a short concise written report at these meetings outlining the outcome of all activities.

She will work closely with the Awards Officer, Hon Treasurer and President in tracking the budget allocated to fund all Branch's bursaries identifying shortfalls and thereby set \$ goals to address these shortfalls.

In addition she is responsible for watching out and applying for relevant Gold Coast community grants.

Rosemary Power (President) GWQGC