

**WILMOT SOFTBALL ASSOCIATION**  
**Job Description**  
**Chair of Website, Marketing and**  
**Social Media**



**Position Overview:**

The Chair of Website, Marketing and Social Media is responsible for any updates to the website, marketing, news articles and social media posts. Social media includes Facebook, Twitter and Instagram.

A person may enlist the help of other volunteers to support them in this role.

**Responsibilities:**

- Responsible to review and post adds and news articles to the website on behalf of other executive members. Writing to be provided by the members requesting the article to be posted
- This role may also select the artwork required for the news article if not supplied by the person supplying the article.
- Responsible for posting the same or similar articles on twitter and Facebook.
- This person will post upcoming events, clinics, training opportunities and other posts forward by executive members that may be of interest to our membership as it relates to fastpitch or slo pitch softball.

**Monthly Meetings:**

Optional to attend monthly BMSA Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. This person is responsible to review meeting minutes so they are current with WSA activities.

**Skills/Abilities**

- Computer skills
- Knowledge of excel and word
- Good written and verbal communication skills.
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