



CUFC Role Description – CUFC Journalist

December 2014

CUFC Journalist - Reports to Head of Marketing

DUTIES:

- Must adhere to Chestermere United FC Core Values, Vision, and Mission Statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Contact CUFC teams to obtain information in order to write weekly article for publication in local media.
- Obtain details on notable CUFC and team events from CUFC office. Write articles based upon this information and submit to CUFC for approval before submitting to the appropriate media (print or on-line).
- Ensure that all articles meet CUFC Communications Policy.
- Track media deadlines and ensure that articles are submitted on time to maximize CUFC exposure in the media (i.e. weekly CUFC report to *The Chestermere Anchor*).
- Work with, or as, the CUFC Photographer to ensure a co-ordinated effort in representing the CUFC in the media.
- Ensure that all privacy requirements are met pertaining to CUFC and its members, regarding all publications.

Signed:_____

Dated:_____