

# Media Officer Protocol of the Catalysis Society of South Africa



## Preamble

The purpose of this document is to highlight the governance in place for media aspects of CATSA, including, but not limited to:

- (i) The annual CATSA Newsletter.
- (ii) The CATSA website.
- (iii) Social media platforms i.e. LinkedIn, Facebook, X, etc., and
- (iv) All media content relating to CATSA.

In accordance with article(s) 12.5.1 of the Constitution of the Catalysis Society of South Africa, the Media Officer shall be responsible for media affairs and will be obligated to Section 12.11 and 13 wherein certain decisions, where there might be conflict of interest, all related actions must be carried out with the explicit approval of the committee's office bearers. This ensures decisions are made transparently and adhere to the governance standards set by the Society.

## Background

The election of the Media Officer is governed by Section(s) 12.5-12.5 of the CATSA constitution. An Assistant Media Officer is elected from the Exco members by a majority vote of the Exco and will work alongside the Media Officer to fulfill the obligations of the protocol.

## Portfolio

- (i) The annual CATSA Newsletter – Collation of articles from: recipients of international travel grants; report summary of the previous conference by previous conference chairperson; winners of the poster and oral presentations; stories from active members of the Society, etc.
- (ii) The CATSA website – Regular updates such as protocols, committee members, changes to the constitution, winners of the student presentations, lifetime award recipients.
- (iii) CATSA social media platforms i.e. LinkedIn, Facebook, X, etc., including sponsor advertisements, CATSA announcements (Annual conference information, summer schools, affiliated international conferences); interactions with the exception of email addresses in line with the Protection of Personal Information Act.

- (iv) The CATSA X page shall be managed by representatives of the student committee with oversight and approvals by the Media Officer.
- (v) All media content (Conference photos, videos, etc.) that relate to CATSA.
- (vi) The Media Officer should also liaise with the local organizing committee to ensure that all media communications are compliant with the protocols of the Society.