



POSITION DESCRIPTION

Website Coordinator

Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Commitment

Minimal time required. Updates currently only required at the end of season (3- 5 hours).

Objectives

- To provide management of the club website.
- To provide support to the executive committee through the efficient operation of the club website.

Responsibilities

- Develop and maintain the club's website and manage its ongoing administration.
- Liaise with stakeholders to ensure the website reflects current opinions of the club.
- Maintain an accurate website on behalf of all club members and provide details to the club secretary when required.
- Ensure all website articles comply with federal and state legislation in relation to privacy, gender, race and religious regulations.
- Assist other committee members in their duties to the website as required.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the secretary and communication manager.
- Liaises with the social media manager.
- Liaises with the executive for revenue generation and the sponsorship manager.
- Liaises with the president, executive committee and all club members.

Accountability

- The website manager is accountable to the secretary.
- Provides a report on any aspect of the website operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.