

## **POSITION DESCRIPTION**

### **Website Manager**



#### **Non-Committee Role**

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

#### **Objectives**

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

#### **Responsibilities**

- Develop and maintain the Association's website and manage its ongoing administration.
- Liaise with stakeholders to ensure the website reflects current opinions of the Association.
- Maintain an accurate website on behalf of all Association members and provide details to the Association 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 communication manager and secretary and
- 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 marketing and communications coordinator.
- Provides a report on any aspect of the website operations to the committee when requested.
- Seeks ratification from the Treasurer prior to committing the Association to any financial expenditure or action.