



JOB TITLE:	WEBSITE AND IT SUPPORT	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Executive Committee		
POSITION TERM:	1 Year		
TIME COMMITMENT:	1 hr a month		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

OBJECTIVE

- To maintain operation of the club website and it systems

RESPONSIBILITIES

- Maintain the club website
- Update the website at the start of the season with the new season information and new committee members
- Action periodic updates to the club website
- Assist the committee members with setting up their club email

KNOWLEDGE/SKILLS

- Well organised and attention to detail
- Well informed of Club activities
- Can maintain confidentiality on relevant matters

PERSONAL ATTRIBUTES

- Able to work in an orderly manner
- Dedicated Club person who is ethical, honest, and trustworthy
- Abide by Club policies and procedures applicable to this role

OTHER

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland

NOTES:	For further information regarding this position please contact rochedalroversnc@gmail.com		
REVIEWED BY:	Sanet Tracy	DATE:	October 2, 2023
APPROVED BY:	Sanet Tracy	DATE:	October 2, 2023
LAST UPDATED BY:	Sanet Tracy	DATE/TIME:	October 2, 2023