

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
WEBSITE OFFICER

General Information

The Website Officer is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee and must be a CAQ registered player.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- All liaison with the external contractor
- Authorising all work to be carried out by external contractor and approving invoices for payment
- Day-to-day maintenance of the website including currency and accuracy of links
- Adhering to best practice security and privacy standards
- Ensuring that web pages meet basic HTML
- Design and review layout of the site as requested by MC
- Suggesting additional information or content
- Co-ordinating authorisation for changes to pages
- Providing relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland