

Onslow Junior Soccer Club

Position Guideline

Website Coordinator

The Website coordinator is confirmed at a meeting of the Committee following the AGM of OJSC. A committee member need not necessarily hold the position but if not, a regular report shall be submitted through the Member communications Coordinator (or Club Captain)

The Website Coordinator provides OJSC with IT technical expertise particularly in respect to the Clubs website. Tasks could include:

- Maintaining and updating the OJSC electronic membership list for Club e-mails(e list) so that it is up to date for membership communication and notice purposes
- Reviewing and revising (and in future years, maintaining) the OJSC website to ensure that it is easy to navigate, member friendly, well presented and appropriately in compliance with legal requirements
- Work closely with the Member Communications coordinator to ensure a seamless communications approach to members
- To make recommendations in respect of Website relate matters to the OJSC committee
- To provide a precirculated report to all regular meetings of the committee
- Such other tasks relevant to the position and such tasks requested by the committee