

Onslow Junior Football Club

Position Guideline

Communications and 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 Club Captain or President.

The Communications and Website Coordinator provides OJSC with communication and technical expertise in the various communication channels, including email and the club website. Tasks could include:

- Work closely with other members of the committee to ensure a seamless communications approach to members and non members, making sure that communication and information is clear and consistent over all channels.
- Maintaining and updating the OJSC electronic membership list, for the membership application software, so that it is up to date for membership communication and notification purposes.
- Reviewing, revising and maintaining the OJSC website and content to ensure that it is easy to navigate, well presented, informative and appropriate in legal compliance.
- Monitor and manage the club email address (football@onslow.org.nz) which is the main general address listed on the OJFC website, replying to general queries or pass on more specific communications to the relevant committee member.
- To make recommendations in respect of web based communication and relate arising matters to the OJSC committee.
- To provide a pre-circulated report, when needed, to all regular meetings of the committee.
- Such other tasks relevant to the position and such tasks requested by the committee.