



OFFICER CRICKET Website Coordinator Position Description

The Officer Cricket Club Website Coordinator is a non-general committee role appointed by the executive/general committee. The role is responsible managing the club's website and related system at Officer Cricket Club (OCC)

OBJECTIVES

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

RESPONSIBILITIES

- Develop and maintain the club's website and manage its ongoing administration.
- Liaise with stakeholders to ensure the website reflects current opinions of the club.
- Maintain an accurate website on behalf of all club members and provide details to the club 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.
- Support the communication, membership, and sponsorship managers.
- Support the VP Off Field and fundraising coordinator.
- Make recommendation when required in relation to website management or systems
- Undertake tasks at the request of the president, executive or general committee.
- Be familiar with the rules, policies, and practices of the OCC

RELATIONSHIPS

- Reports to the secretary and communication manager.
- Liaises with the social media manager and communications manager.
- Liaises with the Director of Club & Cricket Operations and the sponsorship manager.
- Liaises with the president, executive committee, and all club members.

ACCOUNTABILITY

- The website manager is accountable to the secretary.
- Provides a report on any aspect of the website operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.