



Proposed addition to the official committee positions & Title for the Webmaster-Information Coordinator position. (Webmaster IC) To be known as :

Webmaster Information Coordinator role description.

Background:

The role of Information Coordinator / Webmaster was identified as a new role for the Annual General Meeting of 2014.

This new role was proposed by the committee to add the Webmaster as a role to the committee and so add the Information Coordinator title. This is largely due to the fact that the Webmaster role is increasingly becoming a coordination role of information based around the internet and our website.

Role statement:

The Webmaster IC shall be responsible for provisioning electronic information and telecommunication systems to support the efficient and cost-effective operation of the Club:

- (a) recommending suitable information systems to the committee, supporting the President Secretary, Treasurer, Events Manager roles
- (b) provisioning systems as agreed by the committee
- (c) providing technical support for the systems used to support the operation of the Club
- (d) ensuring electronic information is securely managed
- (e) develop and maintain a disaster recovery plan for the club website and information systems
- (f) ensuring electronic information is managed in conformance with Commonwealth and ACT legislation and regulations as appropriate to the Club
- (g) systems shall include the Club website and systems used to develop and maintain it
- (h) developing budget proposals for committee approval on recurrent and/or capital expenditure re: website and service providers
- (i) enabling other committee members to update content on the Club's website in their respective areas of responsibility through training and awareness; and
- (j) supporting accurate, secure and accessible club record keeping by creating and maintaining relevant access to records via the website for the committee, the members and the public as required.

The role was previously not an official committee position and as such was not officially responsible to the club or its constitution as a whole.

This addition to the committee will ensure that the club will have the adequate visibility and approval of the committee and the club members for the clubs website and digital documentation / information.