

CANBERRA CROQUET CLUB WEB OFFICER

With limited supervision:

1. Be responsible for the day to day maintenance of the web site, including maintaining currency and accuracy of links.
2. Adhere to best practice security and privacy standards.
3. Ensure that web pages meet basic HTML standards including meta-data.
4. Act as the contact point for web site member enquiries and suggestions.

Under general direction from, and with approval of, the Committee:

5. Design, review and enhance the layout of the site.
6. Suggest additional information content.
7. Coordinate authorisation for changes to pages.
8. On behalf of the Committee liaise with the service provider.