



WEBSITE ADMINSTRATOR

STATUS: APPOINTED OFFICER (NO VOTING RIGHTS)

QUALIFICATIONS:

Essential

Good Computing and Web Administration Skills

Web Access

Good knowledge of email

Good organisational skills

Beneficial

Prior experience in website administration, development and review

DUTIES:

The Duties of the Website Administrator are:

- (i) To maintain the KNA website information, administration, and development (except for the competition draws and scoring).
- (ii) To manage the regular uploading of content to the website.
- (iii) To manage access by Club Administrators.
- (iv) To review the website needs of the Association on an annual basis.

RESPONSIBILITIES RE ABOVE DUTIES:

Update all contact, sponsor, calendar, and library information for the following year at the conclusion of the night competition.

Liaise with the KNA Executive, employees, Office Bearers Appointed Officers, and Committees to post content to the website throughout the year.

Receive website content from Executive, Employees, Office Bearers Appointed Officer, and Committees for inclusion on the website.

Manage the timely uploading of website content.

Liaise with content providers to ensure accuracy and relevance.

Work independently to identify material of relevance to KNA for inclusion on the website.

Manage access permissions for Club Administrators at KNA.

Review the use and structure of the Association website.

Review the options for the provision of website facilities to the Association on an annual basis and make a recommendation to the Executive.

Any other duties that may be required or requested by the President or Executive during the year.