



POSITION DESCRIPTION

WEB WEAVERS CO-ORDINATOR

Position Overview

- Design web sections and pages that members find are a service to them in their professional work within the field of early childhood
- Ensure that the web sections and pages are up to date and address current needs of the membership
- Assist the Co-ordinating Committee in providing an effective and efficient marketing of the Web-site and to research and suggest ideas that promote the Association via the Web-site
- Provide an effective and efficient line of communication with the Association President and Co-ordinating Committee
- Recruit and maintain a Sub-Committee of members that share tasks associated with the purposes of Web-site coordination
- Shall be a financial member of the Association.
- Should be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

Primary Duties

- Ensure open communication with members and non-members of the Association
- Liaise with Web-site Designer to ensure design is current and services needs of the Association
- Prepare monthly reports to the Co-ordinating Committee detailing changes completed, changes recommended and issues arising
- Recruit to the Web Weavers Sub-Committee, one member from each of the other Association Sub-Committees, to advise on the websection needs of that Sub-Committee

- Advise Co-ordinating Committee when there is a need for training of Web Weavers Sub-Committee members
- Hold Sub-Committee meetings, possibly using online communication involving both internet & telephone [costs must be approved by Association prior to use eg.VOIP / Skype installed on computers used, costs of tele-conference calls]
- Collate material for regular E-Newsletters

Other Duties

- Be fully conversant with the Association's Memorandum and Articles of Association, aims and objectives, policies and procedures.
- Work for the continuing growth and efficient operation of the Association.
- Act in a timely fashion to all directives from the Co-ordinating Committee.
- Co-operate with Committee members and foster good relations between members.
- Promote the Association and the profession in a positive manner.