

## **PROCEDURE OUFC- PD 012**

### **Web Master**

#### **1 PURPOSE**

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Web Master of OUFC.

#### **2 SCOPE**

Controlled documents include, but are not restricted to:

- Working with Children Forms
- Criminal Record Check Forms

Documents may be printed or in the form of computer data.

#### **3 REFERENCES**

Club Constitution  
OUFC PD President 001  
OUFC 002 Executive Committee

#### **4 RESPONSIBILITY**

Web Master	Develop, manage and control the Club's Web page and IT services. Other appropriate duties as requested by the President
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#### **5 DEFINITIONS**

Club: - Ourimbah United Football club  
Committee:- The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Have an understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club..
- 3) Maintain high ethical and morale standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stake holders.
- 5) Support and assist the Executive in carrying out their duties.
- 6) Duties of Web Master will include but not limited to :-
  - \* Ensure that the Club web site is kept up to date with all relevant information.
  - \* Ensure there is minimum downtime of the Web page.
  - \* Maintain the Club's required standard of presentation and integrity as directed by the executive.
  - \* Be the point of contact for any OUFC team to maintain a team web site to be accessed through the Club's web site
  - \* Set and maintain the professional and appropriate standards of content, and presentation of team web sites.
  - \* Ensure all CCF, Club and Sport & Recreation requirements relating to child protection are adhered to in liaison with the MPO.

**Title: Position Descriptions**  
**Ref: OUFC –PD 012 Web Master**

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Issue Date:	4/11/2010
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## 7 ACCOUNTABILITIES

The Web Master is accountable to the Secretary and the members for the actioning of their duties and their professional conduct.

### Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

### External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



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### Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

