



**NSWERA Governance Manual
SMC Position Description - Document No. 7.4.9**

Position Title

Website

Position Purpose

Ensure the NSWERA membership has instant access to information relevant to the associations activities and on-line, interactive, processes that support and facilitate those activities by managing and updating the association's website.

Principle Accountabilities & Performance Indicators.

Content & Format

Maintain an overview of the content, layout, format, and quality of the associations website consulting with all levels of the organization to ensure the website remains relevant and topical to the members needs, and is continually improving.

KPI – NSWERA Website remains the benchmark.

Interactive Processes

Liaise with SMC, ride organizers, and others to maintain and improve existing interactive facilities for ride pre-nomination and ride surveys, while exploring other possibilities.

KPI – Interactive facilities effective and being expanded.

Website Management

The website portfolio shall be the single point of contact for all communications and liaison with the webmaster and shall approve all adjustments or additions to the website

Google Maps

Manage and update Google maps for Ride Base location, Veterinary Support, and Chief Stewards / TPR's that are linked to the website.