

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 24 July 2007

POSITION: Webmaster

REPORTING TO: Director, Administration

RESPONSIBLE FOR: Ensuring that information on the Association website is readily accessible, timely and accurate.

AUTHORITY: As determined by a decision of the Executive Committee or the Director, Administration.

DUTIES:

- Ensuring that all policies, procedures and other substantive items have been approved by the Executive Committee before adding them to the website.
- Ensuring that all time-sensitive information has been approved by the Director, Administration before adding it to the website.
- Placing all information on the website within two days of receipt.
- Removing information on the site that is no longer relevant
- Organizing the information in a manner that is readily accessible by public users.
- Advising the Director, Administration of any improvements which should be made to the structure of the website.

DESIREABLE ASSETS:

- Commitment to the Association Vision, Mission, Values and Operating Principles
- Ability to meet personal commitments and agreed-upon deadlines
- Knowledge of Word, Excel and Adobe Acrobat software.

TIME COMMITMENT:

- Approximately three hours per week during mid August to end of September
- Approximately five hours per month during rest of the season