

POSITION TITLE: Webmaster

TERM: Nominated Position. Confirmed at the start of each year

APPROVED: 01 JULY 2019

DATE OF LAST REVISION: N/A

Outline

The webmaster is responsible for maintaining and regularly updating the IEEE NSW Section website. Important to liaise with all members to incorporate relevant updates as required.

ACTIVITIES

January-December, Bi-Monthly

- Update website events, activities and opportunities immediately after each section e-notice or as required

January-December, Monthly

- Post any announcements, upcoming conferences and other information as required
- Update opportunities and awards
- Post pictures for events
- Update chairs message
- Liaise with Section Chair to integrate social media opportunities

January

- Work with the Nominations Chair to ensure to update the incoming NSW executives, appointed committee members and chapters/affinity group committee members

February

- Present a plan to the section meeting of at least one area of focus in improvement to be conducted during the year

March

- Seek out the latest edition of Circuit from the editor and upload to website

July

- Seek out the latest edition of Circuit from the editor and upload to website

September

- Post information for Section AGM

October

- Seek out the latest edition of Circuit from the editor and upload to website
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November

- Attend the Section AGM