

JOB DESCRIPTION

POSITION TITLE:	Website Administrator
RESPONSIBLE TO:	President Wellington AAPNZ Group
COORDINATES WITH:	Other Group Management Team Members National Executive Committee
PURPOSE OF POSITION:	Manages the website for AAPNZ Wellington Group
ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:	Keeping the site up-to-date and interesting
TASKS:	<ol style="list-style-type: none">1. Upload monthly newsletter.2. Maintain the website and keep it current.3. Attend monthly Group Management Team meetings.
PERSON SPECIFICATION:	<ol style="list-style-type: none">1. Two + hours per month.2. A working knowledge of web site based systems is desirable, however training will be given.