

POSITION DESCRIPTION – IT COORDINATOR

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Reports to: The President and Committee directly

Term: 1 Year

General Description

The IT Coordinator manages the website, Microsoft account and provides systems support to committee members.

This role may be taken on by an existing committee member in addition to their main role.

Specific Responsibilities

- Attends all committee and general meetings.
- Answers directly to the President for all final decisions.
- Runs regular website updates and makes sure there are no conflicting plugins.
- Manages reassignment of Microsoft licenses during committee handovers.
- Manages administrator permissions on Facebook and Instagram.
- Liaise with Service providers regarding issues with:
 - i. Website
 - ii. Microsoft 365
 - iii. Paid Memberships Pro
- Assists Media team in creating promotional material for events.
- Provides IT support to Committee members for the website and Microsoft 365.
- Provides IT support to for the website only for Association members and non-members wanting to sign up for events.
- Updates permissions for non-renewing members after the renewal period has expired:
 - i. Cancel website user account
 - ii. Unsubscribe from MailChimp
 - iii. Remove users from DGAWA facebook group
 - iv. Remove any Find A Groomer listings

Relationships

- Accessible to the President of the association and all event sub-committee and/or volunteer members.
- May liaise with Secretary, Media, Events and Treasurer as requested by the President.

Qualifications

- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.
- Background in IT Support/management.

Time Commitment

- Regularly scheduled meetings are quarterly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Committee member must be prepared to spend approximately 2 hours per week on Association commitments.
- At times such as the annual renewal period the required weekly time may increase significantly.
- Further time commitments will be required as determined.