



NOARLUNGA MODEL AERO SPORTS Inc.

Flying field and club rooms.

Gate S34.068 off Clisby Lane, Seaford Meadows. S.A. 5169

Postal: P.O. Box 44 Old Noarlunga, SA. 5168

www.facebook.com/NoarlungaModelAeroSports

www.nmas.info

POSITION & PERSON SPECIFICATION.

WEBMASTER

(REVISED 12/04/2022)

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Objectives:

The Committee appointed Webmaster shall maintain the NMAS Website and any Social Media pages the Club has in accordance with the strategic direction and goals of the Club.

Requirements:

If the Webmaster is a member of the committee a Working with Children Check Outcome of "NOT PROHIBITED" is required.

Knowledge and Skills required:

- Ability to create/modify NMAS Web and Social Media pages in collaboration with the Committee goals and directions for the Club.
- Have solid communication skills, be a team player and interacts well with people.
- Organisational and task orientated ability to work within time frames.
- Knowledge of Hardware Requirements and Internet Connectivity.

Responsibilities:

- Communicates content of interest to the general public.
- To correct/modify NMAS Web Content without finite consultation but within the guidelines of the Committee requirements.
- Monitor NMAS Web and Social Media activity looking for improvements/problems etc.
- Recommend equipment requirements/upgrades to support Web Development.
- Suggest improvement, access, and interactivity of Media Content to the Committee.

Accountability:

The Webmaster is responsible to the Committee or a Delegated member of the Committee. (i.e., for a specific project) for direction, content and guidance of requirements..

The Content of any NMAS Web and Social Media pages remains the Intellectual Property of NMAS Inc.

Commitment:

- The Webmaster term of appointment is for 12 months.
- The estimated time commitment required for a Webmaster is 1-2 hours per week.

Assumption:

To meet current day communication requirements, it is assumed that the holder of this position will be in possession of a personal computer and have access to internet facilities.