



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

- TITLE:** Training Webmaster
- CRITERIA:** Member of a Pony Club (Optional)
Computer literate
Internet literate with HTML knowledge
Have the ability to convert word and excel files to PDF files
Have the ability to edit a website
Have an Internet capable computer
Have the required virus protection
Knowledge of NZPCA Website
- APPOINTMENT:** Annually in June by the COM
- TERM OF APPOINTMENT:** One year
- REIMBURSEMENT OF EXPENSES:** Reimbursement of tolls directly involved with the position:
 - If not GST registered, reimbursement to be made on a NZPCA 'Claim for Expenses' form
 - If GST registered, payment will be made on receipt of a GST invoice
- PURPOSE:** To ensure the Training Webmasters pages of responsibility are kept up to date
- RESPONSIBLE FOR:**
 - Riders page
 - Training Page (excluding Certificate Rules)
- RESPONSIBLE TO:** NZPCA Website Chairperson
- KEY TASKS:**
 1. Liaise regularly with the Website Chairperson.
 2. Add and update data to the pages and link to the Latest News as requested by the Website and Training Chairpersons and the Executive Officer.
 3. Remove old data and photos from the pages as requested by the Website and Training Chairpersons and the Executive Officer.
 4. Contact the NZPCA Photo Librarian when photos of the required specification for archiving are to be removed.
 5. Communicate with the other Webmasters as and when necessary.
 6. Notify the Website Chairperson of any problems with the operation of the website.
- Contact:** Executive Officer
NZPCA
P.O. Box 8626
HAVELOCK NORTH
- Ph/Fax (06) 873 5464
Email: nzpony@xtra.co.nz

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Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.