



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

Title:	Area Website Coordinator
Criteria:	Financial or Life Member of a Club Attend Area meetings if required Be computer literate Be familiar with email and the Internet
Appointment:	Elected at the Area AGM
Term of Appointment:	One Year
Post Appointment Procedure:	Upon appointment, the Area Website Co-ordinator (AWC) will contact the Executive Officer and request to be set up with a pass word and username. The Executive Officer will send a set of procedures to enable the updating of the Area website. Area Secretary to notify NZPCA of any changes to the position of Website Co-ordinator. Areas must inform the EO ASAP of the name and contact details if an AWC changes.
Remuneration:	Nil or by arrangement with the Area Committee
Purpose:	To be Area Liaison person for the Website Liaise with Area Committee, Clubs and Branches
Key Tasks:	<ol style="list-style-type: none"><li>1. To be the Area contact person for the Website.</li><li>2. To liaise with the NZPCA Website Chairperson as required.</li><li>3. To establish a structure within the Area to receive information from the Area, Clubs and Branches for the NZPCA Website.</li><li>4. To update the Area calendar of events, photo gallery, area/club/branch contacts and notice board.</li><li>5. To send any additional information for the Area page to the NZPCA Website Chairperson.</li><li>6. Remove items from the Area page within the listed time frames:<ul style="list-style-type: none"><li>• For Sale items – 3 months.</li><li>• Event Programmes – immediately after event has been held.</li><li>• Photos - Area, Club and Branch – 6 months.</li><li>• Meeting minutes - Area, Club and Branch– 12 months.</li><li>• Results - Area Club and Branch – 6 months.</li><li>• Newsletters - Area, Club and Branch – 12 months.</li></ul></li></ol>
Contact:	Executive Officer NZPCA P.O. Box 8626 HAVELOCK NORTH 4157 Ph/Fax (06) 873 5464 Email: <a href="mailto:nzpony@xtra.co.nz">nzpony@xtra.co.nz</a>
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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.