



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

<b>Title:</b>	Area Website Coordinator
<b>Criteria:</b>	Financial or Life Member of a Club Attend Area meetings if required Be computer literate Be familiar with email and the Internet
<b>Appointment:</b>	Elected at the Area AGM
<b>Term of Appointment:</b>	One Year
<b>Remuneration:</b>	Nil or by arrangement with the Area Committee
<b>Purpose:</b>	To be Area Liaison person for the Website Liaise with Area Committee, Clubs and Branches
<b>Key Tasks:</b>	<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>
<b>Contact:</b>	Executive Officer NZPCA P.O. Box 8626 HAVELOCK NORTH Ph/Fax (06) 873 5464 Email: <a href="mailto:nzpony@xtra.co.nz">nzpony@xtra.co.nz</a>
<b>Original Issue Date:</b>	February 2006
<b>Date Last Reviewed:</b>	October 2006
<b>Next Review Date:</b>	October 2008
<b>Reviewed by:</b>	Review Committee
<b>Approved by:</b>	NZPCA Committee of Management
<b>Document Number:</b>	JD5.24

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