

School Library Association of New South Wales

Web Manager

1. Report regularly to Publications Chair
2. Keep current website through liaising with various committee chairs.
3. Seek content for website
4. Liaise with The Regional Institute re: development of website/issues/ changes
5. Develop, maintain or report on tasks, projects or activities as appropriate

Procedures

1. Attend meetings as required. Apologies for meetings should be tendered to the Secretary at least 24 hours prior to the meeting.
2. Keep a watching brief of the profession by subscribing to OZTL_Net and local or district networks.
3. Any reports for meetings are to be sent to the Secretary at least 14 days prior to the scheduled meeting.
4. Attend strategic planning days as required.
5. Attend induction session if necessary
6. Members of the committee may be asked to be responsible for sections of the website. If so, the website style sheet must be maintained and direction accepted by website manager.