



Role Description

(a) Administrator – Website

(b) Administrator – Social Media

Date Last Updated: 20 May 2014

Purpose of Positions

To ensure relevant, accurate and current information about the Association and its activities is available to the membership and the public via the Association's website and social media platforms. To also disseminate, via the Association's website and social media platforms, information about other organisations which are relevant to the Association's objectives.

(a) Responsibilities of Position – Website

1. Maintaining Accurate Information on Website

Ensuring information contained on the website is current and accurate, including (but not limited to):

- current committee information;
- latest news about events, publications and announcements;
- Find a Female Lawyer listing;
- Corporate Membership listing;
- Honorary Membership listing;
- Membership information (joining/renewing, benefits, fees, forms); and
- links to other websites.

2. Maintaining Relevant Website Content

Ensuring content of website is relevant to the membership by:

- creating new content in response to requirements of the committee and membership;
- uploading photos from events into new photo album pages;
- periodically reviewing structure of web-pages to ensure ease of navigation and logical access of information;
- receiving feedback from the committee and membership regarding the website and making changes as appropriate

3. Publishing Relevant Reports, Submissions and Articles

Publishing the following information on the website and social media (as appropriate and in



accordance with the policy and direction of the committee):

- Reports and articles prepared by the Association;
- Reports produced by other organisations which are relevant to the Association's objectives (eg Law Council of Australia, Australian Human Rights Commission, Australian Women Lawyers, other State Women Lawyer Organisations);
- Submissions prepared by the Association to government and non-government bodies;
- Submissions and Articles prepared by other publishers which are relevant to the objectives of the Association; and
- Any other publication which is relevant to the furtherance of the objectives of the Association.

4. Maintaining Website Hosting Software

Ensure Wordpress (or other hosting software) is maintained by regularly downloading updates and plug-ins. Note that, due to hosting access specifications, Andy Ide needs to be asked to download the updates when they appear.

5. Email Addresses

Ensure Association email address operate correctly by :

- periodically sending test emails
- updating the redirection of the following Association email addresses when committee members change:
 - president@womenlawyerssa.org.au (president)
 - treasurer@womenlawyerssa.org.au (treasurer)
 - admin@womenlawyerssa.org.au (secretary)
- maintaining access code and password for principal email account: admin@wlasa.org.au

6. Website Appearance

Each two years review the overall appearance and functionality of the website with assistance of Andy Ide and make changes as required.

7. Website Hosting

- Ensure appropriate fees for Website and email account hosting are paid on time to Oliver Ransom of Ransom IT.
- Upgrading hosting specifications as required to meet the needs of the Association.

8. Use of Website and Managing Access

Educate committee members on use of website to enable regular updating of information.
Regulate and monitor who has access to the website.



9. Reporting

Regularly report to the committee on the status of the website and associated issues.

(b) Responsibilities of Position – Social Media

10. Maintaining Information on Social Media

Ensuring information uploaded to Social Media sites is current and accurate, including (but not limited to):

- events and photos;
- membership renewals; and
- relevant publications (see more below).

11. Publishing Relevant Reports, Submissions and Articles

Publishing the same information as listed at item **3 above** on the social media sites (as appropriate and in accordance with the policy and direction of the committee).

12. Managing Access to Social Media

Ensure sufficient number of committee members have access to and know how to update social media sites.

13. Reporting

Regularly report to the committee on the status of social media and associated issues. Make recommendations about changes to use of social media.

Key Relationships

WLASA Treasurer

WLASA Corporate Member Liaison Officer

Andy Ide (Website designer)

Primoweb
P: (08) 8534 4263
F: (08) 8125 5835
M: 0402 955 438
Andy Ide <andy@primoweb.com.au>

Oliver Ransom (Website Host)

RansomIT
oliver@ransomit.com.au
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Role Description Approved By Committee

T Heuzenroeder

Signed by: *T Heuzenroeder*
Date: *29 May 2014*