



## **SBTC Committee Member Position Description**

### **Information Technology Officer**

#### **Role**

The role of the Information Technology Officer is to support and maintain all electronic aspects of the club, including the club's website, electronic communication platforms and file management systems.

#### **Responsibilities**

- Develop, provide expert user support and constantly maintain & improve the club's:
  - Website
  - Email System
  - Electronic File Management System (i.e. Google Drive)
  - E-commerce presence and shop ecosystem
  - Online training calendar
  - Public and Private Facebook groups
  - Strava presence
  - Any other electronic club groups developed through electronic mediums
  - Any other electronic aspects of club operations (e.g electronic timing systems)
  
- Provide training, support and encouragement for both club members and the relevant committee positions to take responsibility for, and utilise the online systems to their full potential.

#### **Skill requirements**

This position requires the skills and detailed knowledge necessary for website development and webserver configuration / management. Specific experience includes:

- Website design and development, specifically for the WordPress platform;
- Woocommerce e-commerce platform;
- Web server configuration;
- Cloud platform administrative experience, specifically Google Apps.

Last updated: July 2017