Society of Editors
WESTERN AUSTRALIA

Position description: Website Coordinator

Office bearers of the Society of Editors (Western Australia) Incorporated are defined in rule 10 (Committee of Management) of the constitution:

- President
- Vice President
- Secretary
- Treasurer
- and at least four others.

They are elected at the Annual General Meeting for a one-year term or co-opted under rule 10(5) until the next election. Nominees must be financial members of the Society.

Additional positions which may be appointed by the committee include:

- Institute of Professional Editors (IPEd) Councillor
- IPEd Deputy Councillor
- IPEd Accreditation Board Society Delegate
- IPEd Accreditation Board Society Alternate Delegate
- Membership Officer
- Website Coordinator
- Newsletter Editor
- Newsletter/Yahoogroups Coordinator
- Training Coordinator.

The committee undertakes to further the objects of the Society and to improve the benefits and services offered to its members. The committee draws up an annual program of meetings and events. The committee oversees the Society's communication vehicles which may include newsletter, email group, website/blog, forum, membership directory/database and freelance register.

Personal and contact information of Society members is confidential, including details in the Society's register, database, membership applications and renewal forms. Office bearers may access this information only in order to carry out their duties. Such information may not be disseminated to any other party.

Responsibilities of the Website Coordinator

- Manage the Society's website so that it is efficient to use including the database, freelance register, the forum and passwords.
- Manage the Society's social media and online marketing, such as Twitter, Facebook, LinkedIn.
- Observe confidentiality guidelines and seek permission for use of content where appropriate.
- Provide technical support to members when appropriate.
- Advise the committee on developments in technology and implications for the website's structure and organisation.
- Observe the Society's guideline that all public documents will be edited by a member of the committee before release.

A working knowledge of PHP, XHTML, CSS, Wordpress, Photoshop, CPanel, PGPmyAdmin, phpBB and/or Twitter is desirable.