



## 1<sup>st</sup> East Ryde Scout Group Position Description

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Job Title	Web/IT Officer
Purpose:	Update & maintain Group IT components and provide guidance and recommendations where required
Responsibilities & Duties:	<ul style="list-style-type: none"><li>• Update &amp; maintain the group website, web hosting, domain name management</li><li>• Maintain group mailing lists as requested</li><li>• Assist with any IT questions from the Group or Group Support Committee</li><li>• Make recommendations or present to the Group or Group Support Committee when necessary</li></ul>
Desired Experience/Skills:	<ul style="list-style-type: none"><li>• Comfortable learning new technology and using computers</li><li>• Experience with website maintenance, preferably Joomla - but WordPress or any other CMS (content management system) would be advantageous.</li></ul>
Code of Conduct	<p>Each member of the executive of the Group Committee should make the following commitment:</p> <ul style="list-style-type: none"><li>• attend meetings regularly – send apologies where not available</li><li>• understand the job assignment of the Committee and the role undertaken</li><li>• interpret the committee function to others and welcome new members</li><li>• participate in the deliberations and assist in making Committee decisions with preparedness, objectivity and humility</li><li>• assume responsibility for work assignments (where appropriate) of the Committee.</li><li>• listen and seek to understand and utilise the ideas of others within the group</li></ul>

However, it cannot be stressed enough that a successful Group requires teamwork, with all families contributing. The executive members lead and coordinate; they should not be left to do the job by themselves — many hands make light work.

