

# IT Manager

## SCHEDULE OF SERVICES



Oversee and Manage the IT requirements of SIRA

### Overview of Duties

- Maintains and manages SIRA email, websites, calendar of events, newsletters.
- Train and supports committee members in the use of all programs, websites, social media and email accounts SIRA uses.
- Maintains membership database.
- Facilitate SIRAC and the Communications subcommittee to publish material.
- In conjunction with the Water Manager, oversees and manages the Automated Water Booking system in relation to the management of memberships.

### Detailed Duties

- Maintains the Scotland Island Community Website ([scotlandisland.org.au](http://scotlandisland.org.au)), ensures WordPress and plug-ins are updated and trouble-shoots errors.
- Manages the Wild Apricot (membership software and [sira.org.au](http://sira.org.au)); liaises with companies/contractors to trouble shoot any problems.
- Trains and supports committee members in the use of all programs and social media SIRA uses to conduct its business, including Wild Apricot, WordPress and Facebook.
- Enables and organises access to and transfer of SIRA email accounts, programs, social media sites and documents for SIRA committee office bearers and members.
- Adheres to the SIRA Community Engagement and Communications Charter.
- Follows the SIRA Communications Strategy document.
- Updates components/pages/functionality of the Scotland Island Community website – the actual content to be produced by authorised committee and subcommittee members.
- Offer suggestions for website improvements.
- Posts SIRA communications and meeting notices on the website and posts monthly Management, Accounts and Treasurer's Reports on the website. It is NOT the responsibility of the IT Manager to chase these reports.
- Maintains membership database: updates member details, checks eligibility of and registers new members, manually renews memberships, sends invoices and receipts and files membership forms when necessary. This includes inserting water booking identification information.
- Responds to queries from members regarding their membership and assists them to use the membership portal.
- Attends to any other matter reasonably requested by the Secretary or SIRA committee.

### NOT duties of the IT Manager

- Creating content for websites, newsletters, social media. This is the responsibility of elected SIRA members.
- Chasing reports that are required to be publicly available. This is the responsibility of each subcommittee leader/SIRAC.
- Maintaining online calendar of events. This is the responsibility of each event's creator.
- View bank details, including for membership or water payments.
- Modify any content presented to the IT Manager, apart from readability/accessibility reasons (e.g. converting files to PDF or slight formatting adjustments so as to be easily read online).