

WPC CRICKET TASK SHEET – September 2025

POSITION	WEBSITE ADMINISTRATOR
Task Objective	To develop and maintain the club website and manage the club Office 365 account and e-mail arrangements.
Support Person	Secretary secretary@wpccricket.com.au
Work Times	All year
Expected Period of Role	From AGM to AGM
Blue Card	Yes
Reward	\$200

WEBSITE ADMINISTRATOR TASKS	WHEN
Develop the website in consultation with the web and e-mail hosting company and any other website professional support that may be available.	All year
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety Ensure you and your assistants are vigilant in implementing child safety procedures.	All year
Create and post content for the website based on known club happenings and club notices as issued via e-mail e.g. during the pre-season period, other significant events AGM, Trivia Night, Presentation.	All year
Update website content in response to messages from members of the Management Committee.	All year
Review web site content regularly for accuracy and update or suggest changes to the Management Committee.	All year
Respond in a timely manner to feedback about the website or questions sent through the website from users.	All year
Look for opportunities to renew, revitalise the website, with the aim for user friendliness and ability to attract new members.	All year
Manage the club Office 365 account, club positional mail addresses and mailboxes and the provide access to and training about the shared drive for other volunteers...	All year
Liaise with the Social Media Administrator to ensure congruency of messages from both mediums.	All year
Identify key data and analytics that indicate the effectiveness of the website as a marketing and communication tool and report on this to the Management Committee..	All year

Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the General Meetings and the Annual General Meeting of the club.	Quarterly and November
Attend End of Season Club Presentation Event.	March