



Archery Victoria.inc

Archery Victoria Inc
P.O. Box 288
YARRAVILLE VIC 3013

ARCHERY VICTORIA – IT and Online Activity Committee

Archery Victoria is seeking up to 5 nominees to form the IT and Online Activity Committee. More and more of the work that we do now and into the future will be assisted by IT and other technology. The need to keep up with social media and other emerging trends will continue. It is expected that this committee would meet monthly and would involve 2 - 4 hours of commitment each week. The committee would initially be tasked with:

- a. Developing a Terms of Reference for the Committee for sign-off by the Archery Victoria Board.
- b. Maintaining the Archery Victoria website including updates to content.
- c. Establishing and maintaining social media and other marketing and information mediums for Archery Victoria.
- d. Assisting clubs with the management of websites, social media and marketing and information mediums.
- e. Making recommendations relating to changes or additions in IT requirements.
- f. Oversight of implementation and training of IT systems into Archery Victoria and member clubs as required.
- g. Oversight of access and security of all AV IT systems and access to AA IT systems.
- h. Ensuring AV policies and procedures relating to IT are up to date.
- i. Submitting an annual budget for IT requirements to the CFO.
- j. Reporting to the Archery Victoria Board on a monthly basis.

This sub-committee would be chaired by the AV Online Presence Manager who reports to the AV Board.

Anyone who is interested in becoming involved in the committee should submit an Expression of Interest by email to secretary@archeryvic.org.au by nlt 19 July 2021. Questions can also be sent to this email.

Your EOI should provide details of your involvement in archery and your ability to support the work of the committee or role involved. You may also briefly outline how you see the work in this role proceeding and what you will bring to the role/committee. The initial EOI does not need to be extensive, however, it should provide sufficient information to assist the AV Board in their decision-making process. Follow-up information may be requested.