

POSITION DESCRIPTION

Member Information Resources Coordinator



Non-Committee Role

Non-committee level position

Objectives

- Scope and develop information resources that support successful participation and consistent experience in Waverley Tennis inter-club competitions, tournaments and events by member clubs.
- Support consistent understanding across the Waverley Tennis community of the expectations of participation as a club and/or Association representative in Waverley organised competitions, tournaments and events.
- Make information about rules, regulations and guidelines for Waverley Association competitions, tournaments and events more accessible.
- Provide member clubs with easy access to tools and resources that they can use with their members, players, and parents.
- Contribute to and be the key point of contact for any student projects related to the development of information resources.

Responsibilities

- Develop and maintain a register of the Associations' information resources.
- Liaise with Association members to understand their information needs and prioritise development of resources.
- Develop and coordinate the implementation of an information resource development plan each year.
- Maintain the currency of available information resources (create, update, and/or delete).
- Ensure all resources are accurate and brand consistent.
- Contribute to and be the key point of contact for any student projects related to information resources.
- Assist other committee members in their duties as required.

Relationships

- Member of the Systems Sub-Committee, chaired by the Association Vice President.
- Liaises primarily with the President, Secretary, members of the Systems Committee, including the social media and communications coordinator and the web-site manager.

Accountability

- Attendance at Systems sub-committee meetings (in person at Doveton or via Teams).
- Provide reports on any aspect of information resources when requested.
- Seeks ratification from the Systems Sub-Committee prior to committing the Association to any financial expenditure or action.