

Te Hāhi Tūhauwiri; The Religious Society of Friends (Quakers)

Yearly Meeting of Aotearoa New Zealand

Job Description: Website Oversight Committee

Role

To oversee the website as a whole, ensuring that content is relevant for outreach and inreach, and that the website conveys accurate information that is appropriate for our Yearly Meeting.

Responsibilities:

To oversee the overall health, integrity and vitality of the website.

To promote compatibility between the technical requirements of the website and Quaker ways of expression and presentation.

To ensure consistency throughout the website in correct names, Quaker ways of expression and presentation.

To enable effective resolution of situations where conflict of interest in website content/use arises and/or a website user or users find they have experienced disrespect, neglect, misrepresentation, bullying, harassment or other harmful behaviour through the website.

To regularly review website statistics, page updates, login and usage reports generated by the Website Technical Services Team and use these reports as tools to allow the group to evaluate the website and its utility, and recommend modifications to the relevant committees.

To produce a report to Yearly Meeting through Documents in Advance.

To determine policy from time to time as required.

Committee Members:

Ideally the Committee will have at least 5 members with a range of experience which includes:

- Outreach
- Spiritual Learning and Development
- Technical Website knowledge
- Administration of pages, Minutes and Appointments and other documents
- Knowledge and experience of Quakerism in Aotearoa

The committee may co-opt others when particular knowledge or expertise is required

The Clerk will be appointed by the committee

Expected time required

Monthly Zoom meetings of approximately two hours each plus follow-up as necessary.

Length of appointment

Three years with the possibility of being reappointed for up to a further three years of service.