



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)  
MANAGEMENT COMMITTEE MEMBER  
POSITION DESCRIPTION**

**Position Title:** Webmaster

**Updated:** August 2021

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**Objective of Position:**

*(The purpose(s) of the job)*

To maintain QICA website and assist with IT on behalf of the members of the organisation.

**Key Responsibilities and Duties**

*(The duties or tasks performed to achieve the position objectives)*

1. Update and maintain QICA website as required.
2. Assist with technological issues as required.
3. Liaise and assist all Executive members as required.
4. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects