



VACANCY

INFORMATION EXECUTIVE (NCIE)

SUBCOMMITTEE NAME

National Council Information Executive (NCIE) consists of a single elected position. NCIE is appointed by EXCO.

ROLE DESCRIPTION

The CFSA Information Executive co-ordinates all information and publication related functions of CFSA. Any person accepting this role must be dedicated to CFSA, equipped with the required computing and people skills and must comprehend the scope of energy and time required to effectively do the job.

ROLES AND RESPONSIBILITIES

- Manages the publishing of all CFSA pertinent information on the CFSA website and social media.
- Manages a social media group on behalf of EXCO to promote the CFSA brand, communication to members and publishing of official CFSA notices and/or show notices.
- Creates and maintains the CFSA website.
- Publishes the Standard of Points on the CFSA website, as received from NCBC/NCJE, when required.
- Publishes the Constitution, Rules and Code of Ethics, as well as any approved change thereto, on the CFSA website, before the end of March each year.
- Updates the affiliated Clubs page of the CFSA website, before the end of March each year and/or when required.
- Updates the affiliated Breed Groups page of the CFSA website, before the end of March each year and/or when required.
- Updates the affiliated Judges page of the CFSA website, before the end of March each year and/or when required.
- Updates the registered Breeders page of the CFSA website, before the end of March each year and/or when required.
- Updates the EXCO page of the CFSA website, before the end of March each year and/or when required.
- Updates the Registrar page of the CFSA website, with the following year's registration forms, as approved by EXCO, before the end of December each year and/or when required.
- Updates the History page of the CFSA website when required.
- Updates the Contact Us page of the CFSA website when required.
- Responds to any enquiries received via e-mail and/or the CFSA website and any other non-information related channels passed onto the correct CFSA Executive.
- Publishes the show calendar for the following year's show season, before the end of December each year and/or when required.
- Creates show events on the CFSA social media group, upon receipt of the official show entry forms.
- Compiles and publishes the official CFSA show results, as received from NCSE, within seventy-two (72) hours of said show.
- Publishes the COTY finalists (in alphabetical order), as received and instructed by NCSE, on social media.
- Compiles and publishes the official CFSA COTY results, as received from NCSE, within seven (7) days after the Cat of the Year event, each year.
- Updates the Achievers page of the CFSA website, before the end of October each year and/or when required.

EXPERIENCE REQUIRED

- SEO and Google Analytics
- Social media strategy
- Marketing
- Web content development
- Copywriting
- Design

SEND APPLICATION WITH CURRICULUM VITAE

- EXCO at email address chairperson@cfsa.co.za to reach the Chairperson by no later than Friday 26 January 2018 at 24:00
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