

IPPS International – Role Description	
1. ROLE DETAILS	
Role Title: International Editor: Digital Media	Reports to Role: International Chair
Role Holder: Hans Sittig	Role Location: Office of International Editor: Digital Media
2. ROLE PURPOSE Responsible for overseeing and coordinating all IPPS digital media use and web presence, ensuring the most appropriate digital media is used, offering members a high standard of digital content and timeous online communication.	
3. ROLE ACCOUNTABILITIES Oversee and coordinate the use of digital media by the IPPS regions and its members. Ensure the correct publishing of information to the 'members only' and 'public view' areas on the website and other digital media channels Herewith an outline of the main tasks: <ol style="list-style-type: none"> a. IPPS WEBSITES <ol style="list-style-type: none"> i. Responsible for the IPPS relationship with Aftershock Visual Communication, coordinating any required services or support. ii. Ensure a high standard of content editing is maintained by all regional editors and web administrators iii. Ensure all websites are well administered and content is updated timeously b. SOCIAL MEDIA <ol style="list-style-type: none"> i. Ensure social media sites are administered properly and kept up to date ii. Encourage IPPS members to use social media with the purpose to achieve the IPPS objective of sharing plant production knowledge iii. Monitor the use of IPPS social media sites to ensure users do so in an ethical way, primarily to support the ideals and objectives of IPPS iv. Ensure that any inappropriate social media posts are removed c. PROCEEDINGS LIBRARY <ol style="list-style-type: none"> i. Coordinate the editing and preparation of all the different formats of conference proceedings for uploading to the Proceedings Library. ii. Ensure that the different formats of the proceedings are uploaded timeously and accessible to the correct group (members only or for public view). 	

d. MEDIA CENTRE

- i. Ensure a high standard is maintained in the use of the MEDIA CENTRE sections: News, Photo Galleries, Video Galleries, Resources & Links and Downloads

4. ROLE KNOWLEDGE, SKILLS AND EXPERIENCE

- a. Basic computer, internet and social media literacy.
b. Good understanding and active user of main online social media sites
c. Proficient in English with good writing and editing skills
d. Good management skills and experience

IPPS International – Role Description	
1. ROLE DETAILS	
Role Title: Super Website Administrator	Reports to Role: International Chair
Role Holder: International Editor: Digital Media 2016 - 17: Hans Sittig	Role Location: Office of International Digital Editor
2. ROLE PURPOSE Responsible for the overall administration of IPPS websites, ensuring high quality content and uniformity is maintained throughout all the websites. Manages sites, admin users and membership fees on backend. Responsible for uploading edited Proceedings Volumes.	
3. ROLE ACCOUNTABILITIES Manage regional website administrators, monitor content quality, editorial standard and ensure content is always up to date. Manage backend administration. Ensure website design rules are adhered to throughout all the websites. Coordinate uploading of Proceedings Volumes. Herewith an outline of the main tasks: <ol style="list-style-type: none"> a. Manage regional website administrators <ol style="list-style-type: none"> i. Monitor and manage performance of website administrators according to role profile guidelines b. Maintain content quality <ol style="list-style-type: none"> i. Ensure regional website content is updated regularly ii. Ensure good writing principles for online media are used c. Backend administration <ol style="list-style-type: none"> i. Edit regional sites admin information ii. Manage regional web admin user accounts iii. Manage International email list (includes all members) d. Website design rules <ol style="list-style-type: none"> i. Ensure that administrators adhere to the basic website design and layout rules to maintain a professional & uncluttered look throughout all sites. e. Social media channels: <ol style="list-style-type: none"> i. Ensure relevant website content is shared to appropriate social media sites, e.g. FB, Twitter, LinkedIn, YouTube 	

- f. Proceedings Library
 - i. Coordinate the uploading of edited Proceedings Volumes. The Aftershock developer can upload complete volumes, the International Editor forwards files to Rosika Voermans at: info@aftershock.co.za

4. ROLE KNOWLEDGE, SKILLS AND EXPERIENCE

- a. Basic computer, internet and social media literacy
- b. Content management system: follow basic user guidelines. No programming knowledge required.
- c. Good writing and text editing skills

IPPS International – Role Description	
<p>FUNCTION: Regional website administration This function can be subdivided into:</p> <ul style="list-style-type: none"> A. Secretarial admin B. Content admin 	
1. ROLE DETAILS	
<p>Role Title: A. Regional Website Administrator: Secretarial functions</p>	<p>Reports to Role: Regional President</p>
<p>Role Holder: Regional secretary</p>	<p>Role Location: Regional secretarial office</p>
2. ROLE PURPOSE	
<p>Responsible for administering the regional online membership database, membership applications, membership renewals and online event management. Official website contact.</p>	
3. ROLE ACCOUNTABILITIES	
<p>A. Online membership administration: Manage online membership database, membership applications and membership renewals Outline of the main tasks:</p> <ul style="list-style-type: none"> a. New membership applications: <ul style="list-style-type: none"> i. Check if new applicant complies with the membership criteria of the IPPS constitution, Article iii Section 2 ii. Log approved applicants' invoice in regions' accounting system (not part of new website) and once payment has been confirmed, enable member account in the backend 'Manage User' section. b. Membership renewals: <ul style="list-style-type: none"> i. Log members' renewal invoice in regions accounting system ii. In case of non-payment according to regional payment due dates: disable member manually on backend and inform member. <p>B. Online event management:</p> <ul style="list-style-type: none"> a. Load future events in the Regional Events section b. Update events with registration details as soon as available and activate online registration for event. c. Load event sponsor information 	

<p>Role Title: B. Regional Website Administrator: Content admin</p>	<p>Reports to Role: International Digital Editor</p>
<p>Role Holder: Regional Digital Editor</p>	<p>Role Location: Regional Digital Editor's office</p>
<p>1. ROLE PURPOSE Responsible for administering the regional website content, keeping pages and content up to date, ensuring IPPS website users have access to the latest regional IPPS news & information. Maintain high professional editorial standard of all content. Manage website integration with social media channels.</p>	
<p>2. ROLE ACCOUNTABILITIES General website administration: Manage pages within the menu structure and keep content up to date. Check that links are active. Respond to user feedback. Outline of the main tasks:</p> <ul style="list-style-type: none"> a. HOME PAGE <ul style="list-style-type: none"> i. Keep banner pictures and text current ii. Update welcome message when needed b. IPPS PROFILE <ul style="list-style-type: none"> i. Keep leadership info up to date ii. Post meeting details c. PROCEEDINGS <ul style="list-style-type: none"> i. Edit and upload regional PowerPoint presentations in PDF format as soon as available after regional annual conference. d. MEMBERS <ul style="list-style-type: none"> i. Scholarships: keep all information on exchange programs, scholarships, grants etc. current ii. Awards: update awards information e. MEDIA CENTRE <ul style="list-style-type: none"> i. News: Post news items and newsletters ii. Video Galleries: Upload videos and maintain albums iii. Photo Galleries: Upload photos and keep albums organized iv. Resources & Links: Post new links and maintain links d. Downloads: Upload documents and keep current e. Social media channels: <ul style="list-style-type: none"> i. Ensure relevant website content is shared to appropriate social media sites, e.g. FB, Twitter, LinkedIn, YouTube f. STATIC PAGES: maintained by Aftershock Visual Communication 	
<p>3. ROLE KNOWLEDGE, SKILLS AND EXPERIENCE (secretarial & content admin)</p> <ul style="list-style-type: none"> a. Basic computer, internet and social media literacy b. Content management system: follow basic user guidelines. No programming knowledge required. c. Good writing and text editing skills 	