



WEBSITE ADMINISTRATOR

Role

To manage, maintain and develop the club website

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
 - An interest or background in IT
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Main Duties

- To deliver an easy to navigate and good to look at website
 - To maintain the website content, including:
 - general club information pages
 - club notices
 - coach, teacher and helper pages
 - training and teaching timetables
 - news posts
 - gala calendar (including information sheets and entry forms)
 - To manage the website domains
 - To manage the website hosting
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Commitment

Ongoing weekly responsibility plus attendance at committee meetings

Benefits to Self

Contribution to maximising the exposure of the club to a wide audience

Print Name:

Signed:

Dated: