WEB MASTER

JOB DESCRIPTION

Responsible To: **Chairperson**

Job Purpose: The Webmaster is responsible for maintaining and enhancing the club's presence on the web.

MAIN DUTIES

- Responsible for arranging hosting of the website, email accounts and members database

- Forward invoices for yearly renewal of domain name, hosting and emails to the treasurer for payment

- Set up and management of social media pages

- Overall control of the admin area of the website for access by committee members and creation of individual passwords where required

- Monthly update of the session page

- Request Race Reports from club members and add to the website

- Update the news items on the website homepage

- Ensure that the all committee meeting minutes are on the website

- Update the club records on the website

- Handle all enquiries that come through the website and forward to the relevant committee/club member
- Ensure that all races in the club championship are on the website, along with the rules and results

- Design of any adverts / posters required to advertise any aspect of the running club and promotion on social media / website

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- Take responsibility for publicising the club and its events