Tuggeranong Archery Club

Role Description

Webmaster

Role Statement

The webmaster is responsible for maintaining the club website and I.T. resources.

Reports to:

- Committee 1

Desirable Attributes:

The Webmaster should:

- Have strong computer skills.
- Be familiar with content management software, e.g. WordPress, HTML or similar.
- Be familiar with internet domain registration and management.
- Be familiar with social media platforms.

Specific duties include but are not limited to:

- Maintenance of the club website and content management, e.g. Online Event Calendar, Position Holders, Notices to Members, etc.
- Maintenance and update of the club email addresses.
- Maintenance of the club hardware resources, e.g. PC's, Printers, Vinyl Cutter, NAS drive, etc.
- Liaison with the Publicity Officer to keep website content aligned with social media content.
- Ensuring that the club internet Domains are Service Provider accounts are regularly re-registered and paid for.
- Ensuring that electronic club records are properly backed up periodically.