



WEBMASTER

Responsible to: [Secretary/Chair/Parents forum](#)

Role

Enhance and maintain website
Keep website up to date

Skills

- Well organised and efficient
- Confident and effective communicator
- An interest or background in marketing and promotion

Main Duties

- Update the website on a regular basis
- Liaise with Secretary & PR Officer to provide material for the site
- Responsible for liaising with website host
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to promote and establish your club within the local community

Name _____

Signed _____

Date _____
