

## **Webmaster's Roles and Responsibilities (Officer Position)**

The Webmaster is responsible for maintaining the club website.

Responsibilities:

- maintains an up-to-date club website with detailed information on all aspects of club activities.
- maintains all online aspects related to the club and associated with the website. Including, but not limited to: online forms; online PayPal payment buttons; booking and events calendars.
- provides updates to the Board of Directors as required with recommendations for improvement .