

Webmaster's Roles and Responsibilities (Coordinator Position)

The Webmaster is responsible for maintaining the club's online services: website, including PayPal interface; online forms; booking system; and email.

Responsibilities:

- maintains an up-to-date club website with detailed information on all aspects of club activities, as well as is possible given the dependence on information provided by the organizers of events re requirements and content.
- 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.
- maintains an email system, providing technical support and a Users' Manual to Board Members and Coordinators.
- maintains an online booking system for Club Members providing technical support and instructions for new and renewing Members.
- provides updates to the Board of Directors as required with recommendations for improvement .

Last updated: Feb-2023