



JOB DESCRIPTION

Webmaster

General description:

Appointed by the Board¹ and reporting to the Communications Director, this position is responsible for technical maintenance, content, and quality control of the Club website.

Specific responsibilities include:

1. Proactive updating of calendars, events, and other online features such as Club Rosters, By-laws and Regulations, Executive, home page and reference pages.
2. Posting of files (with links) monthly or as needed, including: *TellTales*, GM minutes, Board minutes, job descriptions, forms and other PDF documents.
3. Posting to and/or management of notice boards, including home page “Bulletin Board”, volunteer page “Volunteer Notices” and the “Member Exchange”.
4. Liaising with the Board and committees to enable timely publication of information about club business, programs, events, or other content, including annual updating of Round Saltspring and Sailing School pages. The Webmaster will provide, or arrange, technical support for member contributors, and will set quality standards.
5. Technical maintenance of all website functionality, including links, menus, back-ups, webmail system, password system, Wordpress and other software updates, website domain and server host, website architecture and page maintenance.
6. Liaising with other members of the Communications Committee, including the *TellTales* Editor and Yearbook Editor to share written and visual content, and to participate in communication planning.
7. Other functions and tasks within the above general scope of responsibilities, as assigned by the Communications Director.

Comments: the Webmaster requires some specialized skills. Training and mentoring may be provided if needed. Assistance of paid technical support will be available.

Anticipated time demands (after initial familiarization period): average of 2-3 hours per week over the year.

Date adopted by the Board of Directors: _____

Date of last review _____

¹ **All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**