



## Committee Role Description

# Website Co-ordinator

Update content on the club website on a weekly basis with latest results, press reports and other information relevant to the club

Liaise with other committee members to gather content for the website

Create new pages and posts as required

Maintain procedures for the administration of the website

Liaise with the treasurer to arrange payment of relevant hosting and domain fees

Ensure appropriate security, certificates and back-ups are maintained through liaison with the website hosting provider

Create and maintain relevant policies associated with the website

Attend monthly Committee meetings