

Title: <b>Committee Job Description: Webmaster</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 30th November 2014
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The Webmaster is responsible for the internet based communications of the Club and the maintenance and improvement of the Club’s website.**

In the execution of this role, the Webmaster will:

1. Maintain and improve the Club web-site, keeping the web-site as up to date as possible
2. Communicate information requested to be put up on the web-site or to be broadcast emailed by Committee members in a timely manner.
3. Liaise with Membership Secretary to maintain an up to date email address list of members for the distribution of club broadcast emails.
4. Liaise with the Social Media Administrator and Magazine Editor to ensure communication media are co-ordinated
5. Liaise with Web Host to maintain Committee Club email addresses, web server hosting and the club domain name “hsvclubnsw.com”.
6. Co-ordinate duties of other delegated website administration duties including Video & Virtual Trophy administration (Media Director), Motorsport Calendar & Events (Motorsport Director), Online Entry and PayPal Payments (Public Officer) and Club Calendar (Social Media Administrator).
7. Perform the Role in accordance with the Club Constitution
8. Comply with the Club’s Code of Conduct
9. Maintain the confidentiality of Committee business
10. Make recommendations to improve the Clubs communication effectiveness
11. Maintain an electronic Information service both on the web-site and through email broadcasts
12. Be involved in the continuous improvement process
13. Be a team player and make the good of the Club the over-riding priority
14. Listen to Club Members
15. Assist in preparing venue for Club meetings
16. Prepare report for bi monthly club magazine
17. Perform any other duties as may be required

**Change History:**

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 08/10/2014 Update to reflect current practice
5. 30/11/2014 Update to include delegated website administration responsibilities.
6. 01/01/2016 General Review. Replace Treasurer with Public Officer re online entry and PayPal payments.

**Committee Member Acceptance:** \_\_\_\_\_ Date: \_\_\_\_\_

Name

Signature