



Responsibilities – Webmaster

- 1) Keep website up to date with current information & software updates
- 2) Consult with committee regarding any issues & contact Precedence regarding such issues
- 3) Update email subscriber lists on Mailchimp from Quickbooks Membership List. Either upload as CSV or Copy & Paste.
- 4) Assist committee members with updating website & sending emails to members via MailChimp as required
- 5) Upload monthly & special edition newsletters by creating a new post, link to Newsletter category or add into easy logo slider
- 6) Email Newsletter website link to members via MailChimp (see previous campaigns & duplicate (update details))
- 7) Use MailChimp to distribute any other relevant information to the club members as well as check reports from campaigns & update users.
- 8) Keep calendar up to date with Committee Meetings & Club Meetings (Club Dives, Overseas Trips, Social Events if necessary)
- 9) Keep merchandise page up to date (using easy logo slider), add in new shirts & other merchandise when available – remove old merchandise
- 10) Keep 'Latest Posts' on front page of website in order & up to date. Create posts when required
- 11) Contribute to the Club Facebook page, including admin – adding of members & removing members who post inappropriate material e.g. spam
- 12) Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: website
- 13) Attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information and updates re: website
- 14) Prepare Webmaster report for end of year AGM (July)
- 15) Update role responsibilities by end of each financial year if required. Remind committee members to update their role and change date of last updated in the footer. Upload PDF version to website (committee page)
- 16) Use C-Panel to update forwarders and committee members when required
- 17) Upload any relevant documents to our DropBox