



Responsibilities – Webmaster

- 1) Keep website up to date with current information & software updates (let committee know when your doing an update so they don't use the website at that time)
- 2) Consult with committee regarding any issues & contact Precedence regarding such issues
- 3) Assist committee members with updating website & sending emails to members via MailChimp as required
- 4) Upload monthly & special edition newsletters by creating a new post – add to newsletter category then email website link to subscribers via MailChimp
- 5) Use MailChimp to distribute any other relevant information to the club members as well as check reports from Campaigns, update users and update subscriber lists when necessary and see unsubscribers
- 6) Keep calendar up to date with Club Dives, Overseas Trips, Social Events, Committee Meetings & Club Meetings
- 7) Keep merchandise page up to date (using easy logo slider), add in pictures of new shirts & other new merchandise when available – remove old merchandise when out of date
- 8) Keep 'Latest Posts' on front page of website in order by date posted & relevant
- 9) Contribute to the Club Facebook page, including admin – adding of members & removing members who post inappropriate material e.g. spam
- 10) Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: website
- 11) Attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information and updates re: website
- 12) Prepare Webmaster report for end of year AGM (July)
- 13) 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
- 14) Use C-Panel to update forwarders and committee members