

WEBSITE MANAGER

Role

Maintain the Club website

Skills

- IT skills – website design, document management
 - Organised & methodical
 - Communication skills, ability to write reports
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Main Duties

- Update and maintain the club website
 - Act as an email point of contact for the club for contacts through the website
 - Liaise with committee members and coaches regarding items to be included on the website
 - Ensure all club policies and procedures adhere to SWIM 21 standards at all times
 - Provide IT support and advice to club officials
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Commitment

Ongoing weekly responsibility

Benefits to Self

Rewarding role within your club

Signatures

Officer: _____ Date: _____

Chairperson: _____ Date: _____