



TCA Committee Job Description

Role Title: Webmaster. It is possible for 2 people to share this role.

Role Description: To run an effective, easy to navigate website containing information about the Tamar Canoe Association. The website is usually the first thing people look at when considering joining a club or group. The website forms a key part of our Clubmark status with British Canoeing so keeping it up to date and accurate is very important.

Good IT knowledge and skills in managing and maintaining an efficient quickly downloadable website are essential. The ability to work on your own initiative and add content post committee meetings is expected. Good communication and level of literacy is also very important. Willingness to accept feedback on the website and to adjust if necessary is an aspect of this role.

Responsible to: The Committee and all club members.

Key Tasks:

- Making sure the website is well structured and easy to use
- Inputting information and marketing material into the club website
- Updating regularly to reflect current activities
- Ensuring data is accurate, making changes to documents provided if necessary and advising of these inaccuracies to ensure consistent high standards
- Removing any out of date items
- Ensure documents are downloadable where appropriate, ie Membership Forms
- Encourage others to contribute ideas, pictures and articles
- Add updated policies, procedures, constitution etc
- Be willing to ask others for details or information you feel needs adding
- Work to deadlines
- Attend committee meetings and give updates on website development

Liaison: With the committee and the host domain provider.

Time Commitment: Up to 50 hours per year. If the post-holder finds this work too much to manage, then ask the committee for support.

Allowable Expenses:

Hosting fees. These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM