



JOB DESCRIPTION

JOB TITLE: Website Editors
POST HOLDERS: Mary Pearson and Martin Newton
RESPONSIBLE TO: W&DAC Committee/ Chairperson

Role:

To develop and keep up to date the club's website, Twitter and Facebook page and to provide IT assistance and facilities to the Committee.

Main Duties:

- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.
- Keep up to date the various pages of the website.
- Ensuring the website is always accessible, including renewing any subscriptions and compatibility with all browsers.
- Updating the website pages with particular information as and when requested by the Committee or individual committee members.
- Providing specialist assistance such as with Paypal etc to enable the Committee to utilise electronic methods and programmes to further the short and long term aims of the club.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee