



Mount Colah Football Club

Position Description – Web Master

JOB TITLE:

Web Master

OBJECTIVE:

To keep club website up to date.

RESPONSIBILITIES:

- Update club website as needed.
- Maintain up to date list of club email addresses.
- Attend monthly committee meetings.
- Report to the Club Committee at monthly meetings.

RELATIONSHIPS:

- The Web Master reports to the Executive and General Committee.
- Will have interactions with club committee members especially the Executive Committee.

ACCOUNTABILITY:

- The Web Master is accountable to the Executive and General Committee.

The estimated time commitment required as the Webmaster is up to 1 hour per week plus monthly meetings.

ESSENTIAL SKILLS:

- Good computer skills.

DESIRABLE SKILLS:

- Passionate about the club website and a desire to continually improve the site.
- Knowledge of web design.