

# **Role Outline: Club Website Developer**

**RESPONSIBLE TO:** Committee

## **SKILLS REQUIRED:**

- Confident and Effective Communicator
- Knowledge of local media is an advantage
- Marketing and communications knowledge is an advantage
- Able to act as spokesperson for your club or organisation.

## **MAIN DUTIES**

- 1) Facilitate the views of the committee on club website.
- 2) Investigate potential promotional opportunities for the club.
- 3) Produce regular updates for club website, club related and national stories of interest to club members.
- 4) Up date club documents where appropriate.
- 5) Vet any photographic images appropriate for website; ensure compression format is compatible with site, external and internal.
- 6) Monitor site for suspicious users.
- 7) Chase people for reports
- 8) Communicate with club officials that require information to be placed on the website, check if appropriate, conforms to club standards (child protection policy).
- 9) Gather statistics and report when required.
- 10) Attend committee meetings.