

CLUB COMMITTEE ROLE

Role/Position: Website Administrator

Desirable abilities :

Knowledge Responsibilities	<i>E.G.: Familiarity with Club bylaws and policies #See next page</i> <ul style="list-style-type: none"> - Basic understanding of the structure of a website - Joomla, the application that runs behind our website - Knowledge of rules and regulations for athletics events across all age groups (for records) - Good understanding of club's structure and inner workings
Skills	<i>E.G.: Good communication ability - especially in writing</i> <ul style="list-style-type: none"> - Good communication skills - General technical expertise - Good file management skills - Analytical skills
Attributes	<i>E.G.: Positive contributor to committee activities</i> <ul style="list-style-type: none"> - Good initiative

Key tasks 'to do' - with *optional* 'when to undertake' them

<i>E.G.: Prepare report for each meeting</i>	<i>Monthly</i>
Prepare report on website traffic	Every committee meeting
Maintain and update website content	Monthly
Assist in managing social media pages	Weekly
Investigate new technological tools that can assist in the running of the club	
Maintain club records	