



## **Totlely Athletic Club – Committee roles**

### **Web Officer**

The function of the Web Officer is to ensure that the Club's Website is informative, accurate, easy to navigate and attractive.

This involves:

- maintaining the domain and webhosting agreements (every two years)
- reviewing the structure and design of the site annually or as appropriate
- updating the following pages as often as possible:
  - Index
  - Gallery
- updating the following pages when needed:
  - Results
  - Championship and Series
  - Race pages
  - FAQ's
- responding to questions raised through the 'Contact Us' page (average 1-2 a week)
- working with the member(s) who has responsibility for the Calendar
- attending the monthly committee meetings and providing a verbal report
- attending the AGM and giving a brief report to members.

updated November 2012