

Webmaster – Job Description

- Develop, maintain and update the West Kent IVC's website(s).
- Liaise with the webhosting company regarding website faults, maintenance and payment of web hosting fees.
- Upload any new or updated club documents as required.
- Regularly maintain and update the club's e-mail mailing lists to ensure the right recipients are receiving the right e-mails, including:
all_members@westkentivc.org.uk
members@westkentivc.org.uk
committee@westkentivc.org.uk
contact@westkentivc.org.uk
and all the individual committee e-mail addresses.
- Manage club website links with Paypal, Twitter, Facebook, etc.
- Encourage and assist members in contributing to the website, i.e. photo uploads, events information, event reviews, etc.