ROLE OF THE CLUB WEBMASTER

To build, maintain and keep up-to-date the Club website. To ensure as far as possible that the site is online 24 hours a day. To ensure that Club web name registration and site webspace rental (hosting) is maintained as efficiently and as cost-effectively as follows. To keep Club records. To maintain a clear website structure so that all required site information is readily accessible.

DUTIES OF THE CLUB WEBMASTER

- To secure and maintain Club ownership of the Club's website name (URL).
- To ensure website hosting space rental is maintained as efficiently and as cost-effectively as possible.
- To design, build and maintain a web site to enable users easily to find the information to which they may need access.
- To receive, format and upload changing Club information for it to be available to Club members.
- To oversee the building, maintenance and moderation of online Club fora.
- Regularly to back-up the website for archive purposes.
- To report to the Committee on website statistics including numbers of visitors per month and pages most frequently visited.