

Gloucestershire Short Mat Bowling Association

Web Administrator (undertaken by existing committee member)

JOB DESCRIPTION

The Webmaster must be a member of a Gloucestershire SMBA registered club.

Duties

To be responsible for design, maintenance and upkeep of the county website.

1. To maintain the county website in good order and compliant with current legislation.
2. To add/delete website pages as required from time to time.
3. To keep the diary page up to date with the information provided by county captains, Fixtures Secretary and Association Secretary. (there may be others also providing information)
4. To keep the league table pages (currently Winter, Summer and Seniors Leagues) up to date with information provided by the League Secretary.
5. To keep the league rules page up to date as amended by the County Committee/ League Secretary from time to time.
6. To keep the records pages up to date as their content changes.
7. To arrange on-line payment of hosting and web name invoices, payments to be reimbursed by the Treasurer on receipt of the invoice copy.

Skills required

1. Computer literacy including use of Website design and publication software, MS Word, Excel and email
2. Some knowledge of the game of short mat bowls
3. Good general literacy
4. Good communication skills
5. Good admin skills