



# Web Admin

<b>NAME OF CLUB:</b>	Hungerford Hares
<b>ROLE:</b>	Web Admin
<b>RESPONSIBLE TO:</b>	Club Committee

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## Typical Responsibilities:

- To ensure that the website supports the overall goals of the club and individual committee members in fulfilling their roles.
- Maintain the structure of the website so that members and applicants can easily find information about the club and its activities
- Act as a Help Desk for users of the website and respond to questions and feedback about it
- Identify and train committee and club members to maintain content on specific areas of the website so that it is current and accurate
- Update information on the website where the content owner is not able to do so themselves
- Maintain a register of access rights for updating the website and ensure this has committee approval
- Ensure that the club complies with data protection legislation regarding personal information held on the website
- Ensure licences for domain name registration are renewed in a timely manner to avoid loss of service
- Maintain the email forwarding service for Hungerford Hares
- Monitor usage of the website and periodically present this to the committee

- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position