

Web Master

The Web Master shall:

Provide suggestions to the board on appropriate use of Internet providers to host the web site.

Maintain the web site in a timely manner and create new functionality when necessary.

Keep the club calendar up-to-date with appropriate information.

Maintain the clubs Facebook group.

Post monthly documents from the board in a timely manner.

Ensure the tournament schedules are entered on the club calendar.

Work with the club manager to ensure there are no conflicts in scheduling of club activities.

Provide minor computer maintenance as may be required.

Ensure the anti-virus software is kept up-to-date.

Perform other duties as assigned by the Board of Directors and the President.