



Somerset County Archery Association

***** Role of the Website Organiser ***
(TR19)**

INTRODUCTION

The position of Website Organiser is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

SPECIFIC DUTIES & RESPONSIBILITIES

The following will be the specific responsibility of the Website Organiser who shall:

- 1) Maintain the County website;
- 2) Ensure compliance with all applicable laws and regulations;
- 3) Be the point of contact for all items for inclusion on the site;
- 4) Advise the Executive Committee on the development of the website;
- 5) Manage the website and perform continual maintenance; this can includes links, database, and other functions
- 6) Site promotion, sending out email and including newsletters, etc.
- 7) Plan for future changes to the website;
- 8) Troubleshoot the site as applicable;
- 9) To attend County meetings whenever possible and give a report.

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association