



Position Club Web Site Manager

Review Date: 19th October 2016

Roles and Responsibilities Summary

Using the clubs web site content management tools, assist the captains, social media secretary and publicity officer with the maintenance and update the club web site news and training plans when necessary.

Publish documents and articles proved to you by the committee when necessary.

Update the club web site either by yourself or with a web developer to meet the needs of the committee and the local running community.

Backup the web site databases on a monthly basis.