



## Committee Role Description

Job Title:	WEBMASTER
Scope:	To be responsible for the development and maintenance of the club website.
Reports to:	Romsey Wasps Committee
<b>ACTUAL DUTIES INVOLVED</b>	
<ul style="list-style-type: none"><li>• Maintain and update the Romsey Wasps web site and the email links contained within</li><li>• To develop the site wherever and however appropriate</li><li>• To review website content to ensure Club Policies are maintained</li><li>• To maintain the club website for the benefit of club members to deliver valuable information</li><li>• Use the website as to promote the club to the local community, other clubs and potential new members</li></ul>	
<b>LIAISON WITH</b>	
All committee members and Club Officers, Club Press / Media Liaison Officer	
<b>MEETINGS TO ATTEND</b>	
Executive committee meetings, AGM if appropriate, Sub Committees by request	

<b>CHANGE CONTROL</b>			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release