

Billericay Bowling Club

Webmaster

Role Description

- Arrange annual website hosting and domain name registration
- Provide Treasurer with invoices for any associated costs
- Apply website updates as advised by Committee members
- Keep website data content current
- Forward website emails to the Club Secretary re any further action
- Review alternative website facilities re improved content and/or cost reductions and submit any proposed changes to the Committee for Consideration
- Maintain hosting and domain access details to enable a successor to continue the role
- Maintain the Steward's access to the relevant team selection and match reporting pages
- Maintain access to the Diary System for the authorised administrators