

WEB MASTER ROLE DESCRIPTION

Updated: 1 April 18

Constitutional Requirements

To update and promote the website with Register information in a timely fashion. Information from the newsletter should not appear on the website until at least 14 days after the newsletter has been posted. He / She is accountable to the Register Executive.

Role

Maintain the website and ensure that our hosting and email address fees are paid on time.

Touch base with the Editor to ensure you receive copies of advertisements (Trade Members, For Sale & Wanted to Buy), events details, selected articles and Jampot Rally updates for inclusion in the Register website.

Check with the Editor of any advertisements that are to be removed from the website.

Discuss with Editor which articles (if any) you wish to include on the website.