

THAMESIDE WORKS ANGLING AND PRESERVATION SOCIETY

JOB DESCRIPTION - WEBSITE ADMINISTRATOR

Role of Website Administrator

1. To attend monthly Committee meetings on designated dates and participate in Committee discussions.
2. To report to the Committee on a regular basis of any updates to the website, visitor statistics and any notable activity on relevant Social Media feeds that's related to TWAPS.
3. To liaise with the Web Designer/Host arranging updates of the website with match information, newsletters, latest news and announcements, gallery pictures and videos, competitions and other items of interest, as well as other requirements as directed by the Committee.
4. To maintain and control any Social Media pages and groups as deemed necessary.
5. To assist with the production and distribution of Society Newsletters and other Communication to the Membership as and when required.
6. Print labels for newsletter postings to non-email members on the current database.
7. Carry out any other tasks as may be reasonably requested by the Chairman or other Committee Members.
8. To keep an accurate record of any out of pocket expenses incurred, i.e. printing, postage, petrol, etc.

Updated 24th April 2019

Note: perhaps this role is becoming that of a Communications Officer