



Role Outline: Web Officer Editor/Publisher

RESPONSIBLE TO: Club Committee and Membership

NAME OF VOLUNTEER: Anita Wright

The Web Officer Editor/Publisher, is responsible for website content, publishing and editing reports and for promoting the Club via social media.

Responsibilities:

- Willing to learn the basics of WordPress so that they can develop and maintain *Pages, Posts* and the *Media Library*
- Publishing and promoting race reports on social media and contacting the race organisers
- Producing and publishing the Yearbook
- Maintaining Club records
- Maintaining accurate and up to date web pages and quality checking content.
- Working with the Committee, Officers and Members to publicise and promote the Club in the medium that best represents it.

The Web Officer Editor/Publisher will work closely with the Website Administrator supporting them with workload and collaborating on new ideas for developing the website and social media integration.