

Webmaster JOB DESCRIPTION

The webmaster maintains the club's web presence. The website is the club's most consistence point of first contact with sailors and potential members.

Yearly Administrative:

- Submit annual budget
- Update payment information with web host.
- Make sure web hosting bill is paid (due in March) and forward to Treasurer for reimbursement

Maintain Email System

- Update email addresses of new committee chairs and governors as needed.
- Update email addresses for new fleet captains.
- Maintain email listservs as needed.

Maintain Website

- The webmaster maintains the public portion of the website. The Treasurer maintains the member's only section (with is built from the club database). Coordinate with the treasurer to ensure the database is regularly updated on the website.
- Contact web host tech support when website isn't working right.
- Make sure committee contact information on website is up to date at the beginning of the year.
- Post updates at least once a week as they are sent in. Most commonly updated pages are:
 - Latest news section on homepage
 - Current Events on homepage
 - Race Results
 - Classified ads
 - Hornblower page
 - Club Membership Page
 - Event Photos
 - Available Crew page
- Create new pages as needed.
- Remove old, unmaintained, or dead pages and files from the server.