WPC CRICKET TASK SHEET

POSITION:	**WEBSITE ADMINISTRATOR**
Task Objective:	To develop and maintain the club website and manage club e-mail arrangements.
Support Person:	Secretary secretary@wpccricket.com.au
Work Times:	All year
Expected Period of Role	From AGM to AGM
Blue Card	Yes
Reward	$200

WEBSITE ADMINISTRATOR TASKS	WHEN
Develop the website in consultation with the web and e-mail hosting company and any other website professional support that may be available.	All year
Create and post content for the website based on known club happenings and club notices as issued via e-mail e.g. during the pre-season period, other significant events AGM, Trivia Night, Presentation.	All year
Update website content in response to messages from members of the Management Committee.	All year
Review web site content regularly for accuracy and update or suggest changes to the Management Committee.	All year
Respond in a timely manner to feedback about the website from users.	All year
Look for opportunities to renew, revitalise the website, with the aim for user friendliness and ability to attract new members.	All year
Manage access to members' only portions of the website.	All year
Manage creation of and access to club positional mail addresses and mailboxes.	All year
Liaise with Social Media Administrator to ensure congruency of messages from both mediums.	All year
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the Annual General Meeting of the club.	November
Attend End of Season Club Presentation Event.	March