

Website Chair Job Description

The website is currently built in WordPress. The Website Chair is an overall webmaster of our site. The web chair must always be mindful of what is on our homepage and public parts of the site since non-members and media use that to see what we are all about.

Responsibilities

- Maintain the club website for two separate audiences:
 - the outside world
 - the club members
- Renew our domain and hosting
- Handle any technical dealings pertaining to web hosting with our provider
- Help people with calendar contributions
- Set up accounts for other club members who wish to input their own calendar events and discipline announcements
- Attend eBoard meetings and general membership meetings to help gather content and ideas for the website
- Constant review of what is posted by others to ensure something questionable is not shown to the public (ex: "A kid was left unattended in the pistol range. Remember to be with your kids" should never be seen by the public)
- Make design and graphics decisions, template updates or changes, redesigns.

Technical Knowledge

- Know what HTML, CSS, JavaScript and WordPress are and have a comfort level to work with them

Outside World View

- Promotion of public events like Fishing Derby and Open House
- Easy access to location and contact info
- Manage information exposed to public as anything may end up on the press.

Club View

- Events and scheduling
- Announcements
- Lost and Found
- Chair Contact Info