



## Position Description – Website Manager

The role of the Website Manager is to maintain the Clubs Website ensuring site remains current. The Manager will also add and remove items as per directed from the Club President, Exec Committee or Committee.

### Desirable Attributes:

- Good Organisational Skills
- Dedicated Club Person
- Honest/Trustworthy
- Good computer skills
- Good communication skills

### Specific duties include but are not limited to:

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- Update Website when requested
- Maintain the integrity of the website from hackers etc and remove any inappropriate postings
- Adhere to the VWA Policy for Social Media adopted by the Club
- Report to the committee any updates / upgrades or changes required

Document Version	Date Approved	Review Date
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