

SWOA Webmaster

The role will involve the following:

1. Maintaining SWOA website and webpage as directed by executive board
2. Shall work with sport VP's to obtain updates on sport meeting, clinics, and any information required to update the membership via the website.
3. Shall interact with the Secretary / Treasurer to ensure updated memberships are accurately updated accordingly.
4. Webmaster to provide updates to the board of directors on the web activity and shall also make recommendations to the board on how to improve web page services.
5. Shall monitor SWOA website to ensure all activity on the website is in accordance to guidelines set by the board of directors.
6. Shall monitor use of website and report activity annually to board of directors.
7. Shall provide at a minimum an annual written report to the board of directors an updated on the web page activity, any issues that require board consideration and recommendations for improvements.

Approved: June 2009