

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

**Role Title:**                **Web Manager and Assistant Web Manager**

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by ensuring the web site is kept updated following input from Committee members.

### **Specific Duties**

Web Manager and Assistant should liaise with each other to ensure that the following duties are carried out:

1.     To support the Captains in ensuring relevant playing activities are shown on the web site.
2.     To liaise with the Secretary in ensuring information is kept up to date.
3.     To upload relevant documentation for members to view.
4.     To keep the web site active by obtaining the necessary licences etc.
5.     To adhere to all RPBC policies and procedures
6.     To ensure the requirements of the General Data Protection Regulations (2018) are adhered to in relation to information contained on the web site.
7.     To liaise with the Management Committee and attend meetings to update the Committee when necessary.
8.     Periodically to review the design of the web site and as considered appropriate make recommendations to the Management Committee for any change considered beneficial to the use and content of the web site
9.     Periodically to review the underlying web site development software and make recommendations to the Management Committee if the status of support, flexibility affect or inhibit further development of the current web site

### **Other Duties**

1.     To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2.     To undertake such other tasks as may be reasonably requested by Captains or Chairman.