

## **HOEOCA COMMITTEE POST - ROLE DESCRIPTION**

### **Website**

#### **ROLE PURPOSE**

To maximise the use of the club website; ensuring it is attractive, current and available to everyone to update and/or view according to their needs.

#### **DUTIES & RESPONSIBILITIES**

1. Schedule and lead a quarterly review of an appropriately convened sub-committee to review the overall look, feel and content of the site and ensure agreed actions carried out.
2. Ensure the website is widely promoted and visible to both internal members and an external audience.
3. Work in conjunction with Committee Member – Communications, to check regularly that the website is up to date and prompt/assist committee members with their specified areas.
4. Provide training to committee members as required
5. Support all members in their use of the website e.g. uploading photos.
6. Monitor website usage and report results to committee regularly along with any implications and recommendations.
7. Until all data migrated and website database is the one used for communications, update the Members 1 & 2 lists as required.
8. Drive members to “own” their personal profile and provide support regarding maintaining their details.
9. Monitor the on-going enhancements being made by Group Buzz (or other provider) and advise accordingly.
10. Maintain & renew the ‘hoeoca.org.uk’ domain name registry annually.
11. Ensure that all committee members have a “role related” email address which is publicly advertised and that they can access all communications in a way that suits them
12. Create & maintain documentation related to the website, for all members and committee members, such as ‘How To’ guides, instructions, etc
13. Maintain a secure registry containing items of information such as connection details, administration ids and passwords, etc., within Google Drive and share with the sub-committee.

#### **GENERAL**

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a “Meeter Greeter” at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.