

# **ROLES & RESPONSIBILITIES**

## **WEBSITE EDITOR**

- Ensure the website is functional and accessible at all times
- Maintain consistency in presentation while representing the ethos of the club
- Ensure the modified format of the monthly newsletter is downloaded each month as soon as it becomes available from the Newsletter Editor
- Maintain the Club's calendar so it is current at all times and updated monthly
- Create new tabs for additional information as it becomes necessary