

ROLES & RESPONSIBILITIES

WEBSITE EDITOR

- The role of the Website Editor is to organise and keep the website up to date for members.
- Change the Administration password for each new incoming Committee and circulate to members of the Committee.
- Organise the website and keep the most up to date items easily available to members in an easy to find order.
- Upload the current newsletter (without personal details) to the website for member access.
- Archive previous year's information.
- Maintain an accessible back up of archived documents at all times.
- Advise the Management Committee if support is needed.