



## **Forth Canoe Club**

### **Club Committee Voluntary Role: *Website Manager***

#### **Role Description:**

**Hours per week:** average 1 to 5 hours (flexible)

**Location of voluntary activity:** member's home and frequent visits to boathouse

**Commitment period:** 1 year from AGM

#### **Introduction:**

Forth Canoe Club is one of Scotland's largest and widest encompassing clubs. It works in all disciplines and levels of the sport. We have numerous groups within the club requiring a share of the limited resources and with contrasting needs. We organise several events each year, also running courses and trips for our members.

For the Club to operate successfully it is necessary for members of the club to put themselves forward and accept voluntary roles within the committee, this provides management of the club.

Turnover is approximately £30,000 a year. There are approximately 250 members.

#### **Outline of role:**

This role takes responsibility for ensuring the successful operation of Forth Canoe Club's website and membership database.

#### **Outline of tasks:**

- Host forthcc.com with a suitable CMS
- Host e-mail forwarding for forthcc.com and keep this up to date
- Host mailing lists for forthcc.com
- Administer the club mailing lists
- Use a well designed theme on forthcc.com

- Ensure static content on forthcc.com is up to date
- Add news stories on forthcc.com with current happenings in the club
- Delegate creating news stories to club members as appropriate
- Maintain the club's presence on social media websites and delegate administration as appropriate
- Implement the club membership database and integrate with the website and payment processors. Currently this is implemented in PHP and Drupal and Paypal.
- Together with the membership secretary administer the membership database and ensure it is up to date
- If possible integrate the membership database with the SCA's members database. This is not currently possible.
- As for all committee members: answer club queries from members, potential members, other clubs and the media