

ROLE TITLE: Webmaster

PURPOSE OF ROLE: The Webmaster serves as the primary contact for all aspects of the Boomers Rock website, handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure content aligns with the goals and objectives of the organization.

RESPONSIBILITIES:

- Officer of Boomers Rock.
- Serves as Primary contact for all aspects of the organization's website.
- Responsible for content changes on website.

SPECIFIC ACTIVITIES:

- Responds to all inquiries and concerns regarding website function or content.
- Responsible for attending all board meetings.
- Responsible for posting Small Group Events as requested.
- Provides support to other Officers and members for any issues regarding Wild Apricot functions.
- Maintain photo content on website.

Last updated June 2022