



POSITION DESCRIPTION:

Webmaster

ROLE:

- To facilitate the running of the CLROC website

RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics. Protecting our accessing to private and privileged places through screening of details and images published publicly on the website
- Administer content on the website. Ensuring that all content is current and relevant to the activities of the club.
- Liaise with membership officer/secretary to provide website access to current financial members – (see also 'New Member Process' Document). Deactivate accounts for non-current members after the subscription renewal time has passed (November).
- Assist Trip Coordinator to ensure up to date information on trips is available on the website.
- Liaise with external parties involved in the running/maintenance of the website.
- Moderate forums on website

EQUIPMENT SUPPLIED:

Admin access to website, social media accounts

Email: clroc.webmaster@gmail.com

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

email: clroc.secretary@gmail.com

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