



Job Title:	Webmaster	Job Category:	Appointed
Group:	Committee Of Management		
Estimated Hrs./WK:	1 - 2 Hours	Term of Office:	1 Year
Job Description			
<p>Over View</p> <p>The Webmaster is the Internet Management Officer (IMO) of the association. They are directly responsible to the President and the members of the Committee of Management.</p> <p>Role and Responsibilities</p> <p>The Webmaster should:</p> <ul style="list-style-type: none"> • Be able to build and maintain the club's website. • Manage the clubs email system, mailing lists, Chat room and Discussion Boards. • Gather information from other committee members for posting to the website. <p>Knowledge and Skills Required</p> <p>The Webmaster is someone who is:</p> <ul style="list-style-type: none"> • Well organised and has a good understanding of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML). • Has knowledge of open-source Unix Operating Systems or its variants. • Able to work as a database administrator with a good knowledge of SQL in a PHP/MySQL environment. 			
Reviewed By:	President	Date:	22 November 2011
Approved By:	Committee of Management	Date:	
Last Updated By:	Secretary	Date:	22 November 2011