

# **SA Masters Athletics Inc**

## **JOB DESCRIPTION – WEBMASTER**

### **MAIN PURPOSE**

To ensure SAMA has a professionally presented and well maintained web presence, and effectively utilises relevant web resources.

### **DUTIES**

1. Maintain and develop the SAMA website, SAMA Facebook page and Cloud data storage systems.
2. Consider use of the website for on-line entry into championships and other events.
3. Incorporate on-line tools to enhance the function of the website.
4. Produce a manual for maintaining the site and uploading information, including the training of individuals in its use.
5. Maintain links to all other athletic sites of interest.
6. Liaise with the following regarding information for posting on the website:
  - Secretary for administrative information
  - Run Coordinator for competition results
  - Statistician for new club records
7. Manage issues relating to the Internet Service Provider and the Domain name.