

WEBSITE ADMINISTRATOR 19

Role

Develop and update the clubs website

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Enthusiastic
- Ability to motivate
- Excellent communication Skills
- IT Literate

MAIN DUTIES

Liaise closely with Membership secretary for new members e-mail addresses
Follow any ASA legal guidelines or recommendations
Keep links to all relevant swim sites
Send or forward all e-mails received to the relevant officer
Attend Management Committee meetings
To follow and promote the ASA Child Protection policy
Regularly review continually improve and develop club website

Time Commitment: 1 hour a week

Signatures:

Officer _____ **Date:** _____

Chairperson _____ **Date:** _____

Further Development/Support

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > Volunteers and Officials

Useful Websites

ASA website www.britishswimming.org
Sport England www.sportengland.org.uk
NSPCC www.nspcc.org.uk
Sports Coach UK www.sportscoachuk.org