The role of the webmaster shall be to produce and distribute timely

communications to all members of the Club including those notices outlined in

the Club’s By-Laws. Webmaster includes but is not limited to:

* Website
* Email communications
* Other as deemed reasonable by the Club

Specific responsibilities:

1. Annual Membership Dues communications

 a. Online registration coordination

 b. Annual Membership Dues are due on April 1st of each calendar year

 c. Notice of Annual Membership Dues and due date to be

 communicated not later than March 1st of each year with periodic notices emailed and posted on the website during the month of April.

 2. Club calendar coordination and publishing

 a. Work with each Director to publish to the Club Calendar events of the Club

 3. Activity schedule of publishing

 a. Work with each Activity Director to publish Tennis, Swim Team, and Swimming Lessons schedules.

 4. Update the Club Website

 a. Information to be included on the website:

 i. About the Club – Bylaws, Board of Directors, Board Meeting

 Minutes, Board Member Roles, Location/Phone

 ii. Lessons – Swim and Tennis lesson registration and Info

 iii. Swim Team – Parent information, Coaches, Meet Schedule

 iv. Calendar – Social Events, Facility Rental

 v. How to Join

 vi. Contact

 vii. FAQ

 vii. Members Only – data base of members (maintain and updated by membership coordinator

 5. Renew the domain – [www.bowmanwoods.com](http://www.bowmanwoods.com)

 a. Domain registration is due on May 28th of each year through GoDaddy.com

 6. Renew the website hosting through Wild Apricot

 a. Web Hosting account is paid monthly at the end of the month

 7. Configure and maintain all email accounts a. Board member email address are forwarded to their person accounts and managed through GoDaddy email forward service

 8. Keep all documents saved update on the BWSRC google drive.