



Job Description – Webmaster

General

The Webmaster ensures that the Unit 431 web site presents the Unit's activities in an informative and attractive manner.

Specific tasks

1. Ensure the web site is up-to-date and shows the latest available information.
2. Post Unit 431's Calendar of Events and update it on a quarterly basis.
3. Post flyers of upcoming events within one week of receipt from Unit 431 Tournament Coordinator.
4. Post Unit 431's Bridge Buzz within one week of publication.
5. Update the Masterpoint Milestones page monthly, using data from the In-and-out reports sent by ACBL. Include all Unit 431 members who attain a new rank unless they opt out.
6. Review and update local bridge clubs' information on a quarterly basis.
7. Maintain a link to the ACBL web site showing Ace of Clubs and Mini McKenney awards results.
8. Review Unit 431's links to ensure they are working and current. Correct any broken links within one week of notification.
9. Maintain and update the Board Members page with names, functions and emails of active board members.
10. Maintain and update the Job Descriptions page for each board member function.
11. Post approved minutes of Board of Directors' meetings and minutes of Annual General Meetings within one week of receipt from Unit 431 Secretary.
12. Ensure Contact Us on the Unit 431 web site connects to the current President's email.
13. Maintain and update the In Memoriam page with links to obituaries of Victoria bridge players.
14. Maintain and update the Unit Mentor Game database as needed.
15. Run the monthly It's Your Call Victoria online bidding game.
16. Ensure monthly backups of the website are made.
17. Renew domain registration and web hosting plan (currently at GoDaddy) as needed.