

EWGA GTA Board Chair Description

Position Name: Webmaster

Position Description:

The role of the EWGA Greater Toronto Chapter (GTA) webmaster is not a Web design role but rather a role to monitor, improve, and update the performance of the existing Web site. In this role you will gather and organize data, information and photos focused on GTA Events, Golf Rules & Handicapping, member skills development, among other information that is instrumental in advancing the game of golf for women, while maintaining the standards of communication as set forth by EWGA Canada and EWGA HQ.

The Webmaster is not responsible for accuracy or completeness of information posted to the EWGA GTA website. It is the responsibility of the content contributor providing the information to check for accuracy and completeness of said information, prior to and after the content has been published.

The webmaster is ultimately responsible for ensuring that a Web site is easy to navigate, and that it addresses the needs of the EWGA GTA Chapter members and potential members.

Responsibilities:

- Maintaining and Updating the EWGA GTA Chapter Website
- Educating Content Contributors
- Publishing & Managing Content
- Securing the Website and Content
- Managing Mailbox and Forwarding Accounts
- Managing Mailbox and Hosting Account Quotas