

## **BRC Support Role - Position Description**

### **Webmaster**

Develop a tutorial system on how to upload, maintain and develop content on the SA Rovers website and Facebook sites, so that each BRC Executive member can do relevant updates themselves.

Manage & offer email lists (including forwarding addresses) and website services for Rover Crews.

Maintain the SA Rovers website content.

Be responsible for the ongoing maintenance and stability of the website and related servers where possible.

Address any technical issues in a timely manner.

Upload any documents or implement any content or design changes as required by the BRC Executive.

Ensure the news section and the website is always up to date.

Work with the Promotions Officer where required.

Report to the BRC Executive Officer and Promotions Officer where required.

Assist the Social Media Moderator in their duties if required.