



**Job Title:** Godwin Athletic Association Webmaster

**Purpose:** The Webmaster for the GAA maintains the website and sends out emails to our membership.

**Key Responsibilities:**

1. Attends monthly GAA Board meetings on the first Monday of each month and gathers information for inclusion on the website, or for an email to the membership. Serves as a voting Board member.
2. Maintains the GAA WordPress website, [godwinathletics.org](http://godwinathletics.org).\*
3. Maintains the Mailchimp account and send emails to the membership regarding spirit nights and special events.\*
4. Maintains the Globat account for the domain registration. This will require a personal credit card on the account during the length of service as webmaster. All expenses incurred will be reimbursed.\*
5. Maintains the GoDaddy account for hosting. This will require a personal credit card on the account during the length of service as the webmaster. All expenses incurred will be reimbursed.\*
6. Assists with other GAA board activities when possible.

\*All usernames and passwords will be provided during the transition.

**Reports to:** The Secretary of the GAA

**Length of Appointment:** One Year - Beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year.

**Time Commitment:** The Webmaster requires up to 5 hours per month on average throughout the year.

**Qualifications:** WordPress is a very easy content management system. Mailchimp is also very easy to use. Both support the webmaster position greatly. Having a comfort level with computers is important, as is organization and communication skills.