



Terms of Reference

Webmaster

Create and modify website pages as necessary including (but not limited to):

- Posting various documents from committee members and SV management to the website
- Posting / update OOM / Eclectic tables and links
- Updating knockouts
- Updating Interclub matches
- Adding new sponsors to website
- Assisting committee members with sending mass emails to members as necessary
- Posting winner's sheets
- Troubleshooting website issues
- Installing website updates as necessary

Participate in committee meetings as required.

Recommended/Necessary Skills:

- Php, javascript, jQuery script programming ability
- Detailed Knowledge of Wordpress
- Knowledge of Cpanel tools for server administration
- Ability to create and update mysql databases
- Microsoft Excel / Word (intermediate/advanced level).
- Familiarity with use of Notepad+ or similar editors.
- Ability to create pdf documents from jpg, Word and Excel files.
- Ability to make website changes using available tools.
- Familiarity with a SSH/FTP file transfer programs