

Job Description
VUBC Unit 547 Webmaster

The Unit Webmaster shall:

- Be a member of the Unit Board
- Determine website needs and requirements.
- Maintain, update and optimize the Unit website.
- Implement and ensure website security and data protection.
- Build and test aesthetic and use-friendly website.
- Update website content.
- Periodically review timeliness and accuracy of content. Synchronize correction with website content providers.
- Address and respond to user comments and complaints.

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>