

COMMUNICATIONS/WEBSITE JOB DESCRIPTION

This position interfaces with the membership as well as interfaces with and maintains the AWGA website.

Communications responsibilities include:

Assisting the Board Chairman maintaining a current membership roster.

Maintaining an email roster of all members.

Sending out weekly emails to all members with information on the next playday:

- Email should include the date, golf course, tee time, and deadline to sign up;
- Advised to attach the current Autoplay list at the start of the month for members to verify;
- Include any added information requiring dissemination to the membership provided by other board members;
- Sending out an email with final pairings at least 48 hours before the playday; this email should include the course proshop

Coordinating with the golf courses by emailing the final pairings to the appropriate course personnel at least 48 hours before the playday.

Coordinating with the playday chairman and the board on possible weather delays/cancellations to ensure a timely notice is sent to the players and the golf course.

Updating the website weekly with playday winners.

Updating the website with information provided by chairpersons (ex: posting the general meeting minutes provided by the Secretary, financial reports provided by the Treasurer, current handicaps, photos of events etc.).

Replying to emails that come into AWGA Gmail Account and forwarding them as needed.

Maintaining a Group Message App (Currently REMIND) for day of or last minute notifications, ie Freeze Delays. last minute Cancellations.

Website/Internet responsibilities include:

The website is the main source of information for members, so it is crucial that all information on the site is current. The Website responsibilities include coordinating with officers and committee chairpersons to periodically review and revise any information that falls under their job description.

Interfacing with the website host with regard to payments, technical problems, etc.

Updating/changing areas of the website as required, ie Membership Photo Directory, General Meeting Notes, Monthly Handicaps, Weekly Winners

Maintaining the Google docs account which contains documentation used by various chairpersons. ie AutoPlay List, Points List, Email Database

Answering emails from prospective new members, other associations interested in partnering with AWGA, or vendors.

