

INFORMATION TECHNOLOGY JOB DESCRIPTION

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

Communications responsibilities include:

Assisting the Secretary in maintaining a current membership roster.

Maintaining an email roster of all members.

Sending out e-mails to the membership with information provided by the board or other members of the association that would be of interest. Examples: special achievements, hospitalization or illness, bereavement, weather cancellations, upcoming tournament signups, etc.

Website 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.

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

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

Updating/changing areas of the website as required, i.e., photo directory, monthly handicaps, going on's, yearly calendar with playdates, and maintain current downloadable application.

Maintaining the Google docs account which contains documentation used by various chairpersons.

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