

## **Webmaster – Job Description**

### **Pre-Season (mid-October to mid-April)**

- Update and print business cards
- Post the new season's President and Tournament Director messages
- Update the Membership form
- Update the Board of Directors and Officers page
- Update Member phone numbers
- Update 80 year old members list
- Create and post the new season entry forms and calendar

### **Pre-Tournament**

- Receive and post the Tee Times and Pairings sheets from the Tournament Chairman
- Receive and post the member handicap indexes for the current tournament
- Update tournament information as needed

### **Post-Tournament**

- Post Tournament results
- Post Old Goat standings
- Post Tournament payouts
- Post Club Champions at end of season

### **Board Meetings**

- Attend Board meetings and give a report regarding the website
- Post Board meeting minutes after reviewed and approved by the Board

### **Miscellaneous**

- Post updates to Bylaws
- Manage the GoDaddy account payment
- Keep website fresh and current