Pioneer Archers Inc.

Job Title:	Webmaster	Job Category:	Appointed
Group:	Committee Of Management		
Estimated Hrs./WK:	1 - 2 Hours	Term of Office:	1 Year

Job Description

Over View

The Webmaster is the Internet Management Officer (IMO) of the association. They are directly responsible to the President and the members of the Committee of Management.

Role and Responsibilities

The Webmaster should:
- Be able to build and maintain the club's website.
- Manage the clubs email system, mailing lists, Chat room and Discussion Boards.
- Gather information from other committee members for posting to the website.

Knowledge and Skills Required

The Webmaster is someone who is:
- Well organised and has a good understanding of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML).
- Has knowledge of open-source Unix Operating Systems or its variants.
- Able to work as a database administrator with a good knowledge of SQL in a PHP/MySQL environment.

Reviewed By:	President	Date:	22 November 2011
Approved By:	Committee of Management	Date:	
Last Updated By:	Secretary	Date:	22 November 2011