

# Web Site Administrator: Appointed Position, 1 Yr Term

**ROLE:** Be the primary point of contact for LWWGA website-related issues.

- <https://lakeswestwga.azgolf.org>

Manage, maintain and ensure the appearance, functionality, security and performance of the LWWGA web site with Golf Genius. Manage the site configuration, content updates, security protocols and user access. Conduct troubleshooting and back-up activities. Support SCWGA as needed (Team Play, Umbrella Documents, RCSC flyers, etc). Attend all LWWGA Board and Membership meetings.

**ACCOUNTABLE TO:** LWWGA Board, Membership, and Arizona Golf Assoc (host site)

## **RESPONSIBILITIES:**

1. Have reliable internet and a laptop
2. Have a willingness to learn new technologies and adapt to changing technologies
3. Have a working knowledge of Golf Genius Management set ups
4. Ensure the site runs smoothly, fix broken links, update content, and ensure optimal performance.
5. Check email regularly for necessary league updates to site
6. Maintain password protection on membership data
7. Ensure useability and appearance
8. Provide technical support to external users (Membership)
9. Maintain contact with AGA technical support
10. Conduct an end-of term transition meeting and deliver all materials to successor within (10) days prior to the beginning of the calendar year

## **CALENDAR OF MONTHLY DUTIES:**

### **January:**

- Update membership roster and password protect it
- Update BOD and chair contact info/pictures/Policies and Procedures
- Update past champions and presidents
- Post new member application
- Update flyers
- Post Team Play results

### **February:**

- Periodic updates with minutes, photos, flyers
- Post Team Play results

### **March:**

- Periodic updates with minutes, photos, flyers
- Post Team Play results

**April:**

- Set up Summer Season (May-September) POD calendar with Golf Genius links
- Periodic updates with minutes, photos, flyers.

**May-September:**

- Set up Winter Season (October-April) POD calendar with Golf Genius links
- Periodic updates with minutes, photos, flyers.

**October:**

- Work closely with Golf Course regarding overseeding schedule and adjust POD calendar accordingly
- Periodic updates with minutes, photos, flyers.

**November/December**

- Periodic updates with minutes, photos, flyers.