IVANHOE LADIES GOLF CLUB

ROLE OF WEB MANAGER

WEB CONTENT:

- Edit and audit existing content including weblinks.

- Remove outdated content.

- Create new content and pages as needed.

- Ensure club documents/policies available on the website are current versions.

- Upload documents and information needed for AGMs. Provide links and access to information that can be sent by the secretary to members.

- Upload weekly Newsletters to website.

FUNCTIONALITY AND ACCESS:

- Ensure that the site works on a variety of platforms- PC, tablet and mobile phone.

- Troubleshoot issues with functionality.

- Apply SEO practices that allow relevant pages to be found.

- Protect the privacy of members' images and information.

- Enable members to access the "Members Only" section of Website.

ADMINISTRATION:

- Ensure domain registration and hosting are current.

- Maintain the Google Workspace account and admin email account for the secretary. Provide automatic forwarding of emails from this account to President.