

WEBSITE COORDINATOR – Cambourne Exiles RFC

Main purpose of role: To be responsible for the development and maintenance of the club website.

Actual duties involved:

- To maintain and ensure that “www.cambourneexiles.com” is current and up to date
- To develop the site wherever and however appropriate
- To review website content to ensure Club Policies are maintained

Liaison with:

- All committee members and Club Officers
- Club Press / Media Liaison Officer.

The Post Holder will be responsible to : The Executive committee

Meeting to attend:

- Executive committee meetings
- Annual General Meeting if appropriate

Estimated time commitment: On average 1-2 hours a week

Term of role: Appointed for 1 year, to retain the role for a maximum of 3 years.

Benefits: Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer