****

**WPC Webmaster – Job Description**

Manage the WPC Domain Name and the website hosting, (Weebly) and ensure that the fees are paid in a timely manner

Maintain and update the WPC Website :

* Update the website with the Annual Programme
* Remove images from previous competitions at the end of the season (maintain the current season and the previous season only)
* Upload images scoring 20,19 and 18 to the site following competition results
* Add the latest documents for downloading by members – competition results, competition rules, constitution etc.
* Update the website to ensure it correctly reflects the latest membership rules
* Update the website to reflect the latest Committee membership
* Post details of Exhibitions, Courses and Lectures which may be of interest to members
* Create member profiles and galleries on the website
* Respond to emails generated by the “Contact the Webmaster” link on the site