

Role Description – Website Officer

General Committee Responsibilities

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

Website Officer Responsibilities

1. Responsible for the development, implementation and the infrastructure, hardware, and software utilised for CAODS' website in association with website provider
2. Monitor web traffic, performance to identify, prevent and resolve issues. Use analytics if appropriate and available
3. Coordinate with marketing and publicity and social media officers to ensure that the website provides content and functionality that meet the business needs of the society
4. Maintain the appropriate security and troubleshoots any issues in association with the website provider
5. Ensure that CAODS renewals/domains are up to date
6. Ensure the CAODS domain name and security certificate are registered to ensure they remain operational in association with the website provider
7. Manage CAODS email platform and troubleshoot issues in association with the website provider
8. Set up and manage info@ email account in association with the website provider
9. Ensure CAODS Social Media pages are set up and kept up to date in accordance with the Social Media and Marketing and Publicity Officer

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