Title: Website Coordinator

Duties:

* Manage Club website and ensure it is properly set up to receive payments online using PayPal technology and funds paid online are correctly deposited in Club's PayPal account  Ensure events including restrictions on who is eligible to register for the particular event are properly set up on the website Calendar page.
* Ensure descriptions of Club sessions are properly described
* Ensure page reflecting Board members and Coaches and Steers is up to date
* Ensure pages are set up to illustrate season photos
* Ensure annual contract with website host Wild Apricot is renewed. Renewal date is April 9.
* Manage relationship with Wild Apricot to ensure information required by them is properly recorded (i.e. information related to Club Contact and Club business information including listing of directors)
* Ensure brightondragonboat.ca domain name is renewed (see rebel.com). Renewal date is July 26.
* Monitor treasurer@brightondragonboat.ca, info@brightondragonboat.ca and membershiponboat.ca email boxes and reply to queries. More frequently at the beginning of the paddling season.
* Respond to queries from members regarding website issues
* Performs other duties assigned by the Board