

Victoria, BC – Unit 431  
Job Description – Webmaster



General

The Webmaster ensures that the Unit 431 web site presents the Unit's activities in an informative and attractive manner.

Specific tasks

1. Ensure the web site is up-to-date and shows the latest available information.
2. Post Unit 431's **Calendar of Events** and update it on a quarterly basis.
3. Post flyers of upcoming events within one week of receipt from Unit 431 Tournament Coordinator.
4. Post results of Unit 431 events (e.g. Ace of Hearts, Ace of Spades, Annual General Meeting, Spring and Fall Sectionals, Newcomers' Game, Christmas Bridge Party) within 48 hours of conclusion of the event.
5. Post Unit 431's **Bridge Buzz** within one week of publication.
6. Review and update local bridge clubs' information on a quarterly basis.
7. Post bridge bios within one week of receipt. Remove bios of members who have passed away or who are no longer members.
8. Post updated Lifetime Achievement Awards within one week of receipt of ACBL list from Unit 431 Secretary.
9. Maintain a link to the ACBL web site showing Ace of Clubs and Mini McKenney awards results.
10. Review Unit 431's links to ensure they are working and current. Correct any broken links within one week of notification.
11. Post minutes of Board of Directors' meetings and minutes of Annual General Meetings within one week of receipt from Unit 431 Secretary.
12. Ensure **Contact Us** on the Unit 431 web site connects to the current President's email. Maintain a separate email link directing people to contact the Webmaster for comment about the web site.
13. Liaise with the District 19 Webmaster to ensure Unit 431 information is accurate and current. Unit email listed at <http://www.d19.org/units/Unit431/> should link to Unit 431's President's email address.
14. Post a welcome list of new Unit members within two weeks of notification from the ACBL.
15. Post pictures of new Life Masters, Bronze Life Masters, Silver Life Masters and Gold Life Masters within one week of receipt from Membership Secretary.

Other tasks

As assigned by the Unit 431 President from time to time.