# Title: Webmaster

Role: Board Member Election/Appointment: Elected  
Voting Status: Voting

Term: Three years

Compensation: Full volunteer hours

**Description:** To maintain westonkahockey.org and work with NGIN the website provider

on upgrades and issue mitigation. Post items to the website as needed and push alerts out from the site as needed.

**Position mandatory requirements:**

* Must attend the monthly MWHA Board of Directors meetings on the third Monday of the month
* Primary maintenance and updating of the website as a whole and all pages not owned by someone else. Team pages are owned by the team managers but the webmaster still supports as needed
* Responsible for working with the Secretary, Marketing, Fundraising, Tournament and Volunteer/DIBS Directors in posting all communications from or hosted by the Association
* Partner with the MWHA Registrar to set up player and coach registration forms
* Understanding or ability to learn NGIN system
* Ability to train team managers and other users to use the website
* Post to the website as needed
* Push out alerts from the website as needed
* Periodic review of the website to identify improvements and make recommendations to the board as such
* Must maintain position files and documents per the position document standards
* Once your term is up you commit to attend the next following meeting after your term to transition your role to your successor, if you leave office early you will help transition at that time.

**Desired Skills:**

* Strong communication skills
* Strong organization skills, good with numbers
* Ability to work with individuals throughout the organization
* Computer skills; e-mail access
* Positive, helpful attitude
* Ability to attend the monthly meetings and do work between meetings