



MPWGA
Webmaster Job Description
Reviewed: November 2023

Position: Webmaster

Purpose: The Webmaster makes sure the MPWGA website is current, professional looking and easy to navigate.

Essential Functions:

1. Being available to receive posting requests in the proper format via email from the Board members, Ad Hoc committees, Special Events chairs, etc. and then post them on the website in a timely fashion.
2. Annual updates on all web pages for the new year.
3. Weekly post the handicap reports, sponsor of the week rotation, pairings, scorecards, and winner sheets.
4. Monthly post the Board meeting minutes and Treasurer reports.
5. Post all revised schedules; golf schedule, special events, team events, SDWGA events and board meetings.
6. Update board and ad hoc committee members and special events chairs, the constitution, by-laws, standing rules, membership, membership photos, member memorial wall, job descriptions and scorecards when necessary.
7. Add special events flyers and provide updates accordingly.
8. Keep a record of the most improved players, club champions and president's cup winners, ace of the month and yearly winners, SDWGA telegraph & eclectic winners, state medallion winners; special accomplishments too - holes-in-one and eagles. Make sure all winners are recognized on the Welcome page and add photos on the News page.
9. Annual payment to GoDaddy for expenses of hosting the website and for our domain name.