



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Webmaster

The Webmaster is a member of the IMHA Board of Directors and is responsible for maintaining the website of the Indus Minor Hockey Association as directed by the Board. The Webmaster is a voting member of the Board and is required to attend regularly scheduled meetings.

Responsibilities:

- Ensuring that the web servers, hardware and software are operating correctly
- Design and generating of new webpages
- Regulation and management of access rights of users
- Ensure all alias Email Addresses for Board Members are operating correctly
- Content placement within the website
- Updating team and news articles for the website
- Management of advertising and marketing where applicable
- Coordinate with Registrar to ensure registration information is updated and maintained
- CAHL Roster Administration via Goalline System
- Updating & managing IMHA Facebook and Instagram pages

Other:

- The Secretary will send the Monthly Meeting Minutes to the Webmaster for posting on the website once they have been voted on by the Board

Term: 2 years – rotating on even years