

Welsh Masters Athletics Limited

Role of Webmaster

The Webmaster's responsibility is to ensure that the WMAL website meet the needs of the company and its members, provides information to officials and non-members, and meets the legal requirements for the company. The Webmaster will endeavour to make the site easy to use and navigate, and look attractive.

Besides ensuring the WMAL website remains under the Webmaster's control, any WMAL social media on Facebook, Twitter, or other platforms is also the Webmaster's responsibility. Anything posted on these media should reflect the values of WMAL, and athletics best practice.

Responsibilities will include –

- Maintaining a functional and easy-to-use website
- Post data and information which is agreed by the WMAL board
- Maintain the website with relevant data about forth coming events and news
- Ensure site security by setting up firewalls and login pages
- Update website content and review search engine optimisation
- Address user questions and issues
- Make recommendations to the WMAL board about upgrades