



Job Title: **Webmaster**

Job Specification:

The webmaster will report to the Committee and be responsible for coordinating, updating, and publishing all website information. The webmaster may work alongside the social media manager where applicable and should assist with the social media where required. They must ensure all information is accurate and up-to-date.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Keep the website updated, including adding club events, photos, and any policy amendments. ● Ensure subscription fees are up-to-date e.g. Wix and liaison with Treasurer for payment. ● Upload and communicate photos shared with the club onto the website. ● Ensure calendar information is available and up-to-date including TT schedule and Club Rides. ● Report at the AGM the number of visits to the website.

Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after. ● Represent the club at local, county, and national levels. ● Promote the club. ● Actively engage and offer any new idea in Committee meetings, for the interest of the club. ● Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be

discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).