



HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

[Website and] Press Officer Role Description

All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

Note: Depending on the technology solution in use at any particular point for the Association's website, and the technical skills of the post-holder, the technical website infrastructure may be managed by the post-holder, by another member (or members) with the requisite skills, by a third-party services provider or by a combination of these parties

Attributes Required for the Role

- Confidence in preparing written reports and articles using word processing software
- Good written communication skills
- Preferably, but not necessarily, an aptitude and the skills for the development and maintenance of a technical website environment

Specific Responsibilities

- Managing the development and maintenance of the Association's website, ensuring that information provided is current, relevant, accurate and easy to locate
- Continually reviewing website structure and content to identify areas for improvement and responding to suggestions and requests regarding the same
- Liaising with committee officers, club officials and members to facilitate the preparation and publication of reports and information updates regarding the Association's leagues, competitions and other activities at national, county or club level via the website and press reports
- Preparing or collating press reports and submitting them to appropriate media outlets
- Liaising with the Treasurer regarding the management of the Association's subscriptions and liabilities in respect of domain name(s) registration, website hosting and any other third-party services related to the website