

# **BOW VALLEY LINE DANCE CLUB**

## **POSITION DESCRIPTION**

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Position: WEBSITE MANAGER

Term: One year

Reporting to: President

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### **RESPONSIBILITIES:**

- Ensure that website information is presented in a logical and user-friendly manner.
- Post new information (lessons, dances, meeting minutes, policy statements, announcements, etc.) in a timely manner.
- Ensure that at least two members of the Club have full administrative access to the domain name, user account and the overall BVLD website.

Approved: 2018