



## **ROLE OUTLINE: Online Services**

### **General duties (apply to all committee positions)**

- To represent Fanderson in any Club-related activities.
- To consider and represent Fanderson members in committee meetings and any decision-making.
- To provide role-specific updates at committee meetings (nominally three per calendar year, at venues around the UK, with virtual attendance an option for up to two meetings per year)
- Seek committee approval prior to any spending over £20 on a single item outside of normal day-to-day expenses (eg, stationery)
- Keep accurate financial records involved in the specific role, and submit these to the Treasurer as required
- To maintain an accurate inventory of any Fanderson property held by them.
- On occasion, to substitute for the Chairman at committee meetings in his/her absence.
- To moderate Fanderson social media channels.
- To update this role outline as required.

### **Specific duties applying to this position**

- Maintain the Fanderson website (WordPress and WooCommerce) and social media channels (Facebook, Twitter).
- Design, build and schedule email campaigns to Fanderson members (using data supplied by the Secretary) as required for membership renewal reminders, product promotions etc.
- Liaise with web hosting supplier(s) as required to troubleshoot any issues with site performance or uptime.
- Manage maintenance of current domains, web products (eg SSL certificate and current domains) through the TSOhost web admin platform.
- Identify and recommend new technology solutions that might assist the committee in the running of the Society and/or furthering the Objects of the Society (as detailed in the Constitution).
- Liaise with website developer(s) as required, eg to assist with rollout of new functionality.

### **Terms and conditions**

- Free Fanderson membership for the duration of the appointment.
- Samples of club merchandise offered free of charge or at cost price, as appropriate.
- Reasonable expenses incurred in the execution of the role will be promptly reimbursed.

## Job-holder's Declaration

I (name) \_\_\_\_\_  
hereby accept the Fanderson committee position of **Online Services**.

By signing below I agree to:

- act as a Trustee of the Society
- act in the best interests of the Society using the guidance in the current Constitution

for the duration of my appointment.

(signature) \_\_\_\_\_

(date) \_\_\_\_\_