

## **Welsh Masters Athletics Limited**

### Role of Website Editor

The Website Editor'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 Website Editor will endeavour to make the site easy to use and navigate, and look attractive.

Besides ensuring the WMAL website remains under the Website Editors control, any WMAL social media on Facebook, Twitter, or other platforms is also the Website Editors 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
- Update website content and review search engine optimisation
- Address user questions and issues
- Make recommendations to the WMAL board about upgrades