

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Web & Facebook Manager Portfolio

ROLE:

To manage the running and development of the BAS Club dedicated website. To manage the day to day running of the BAS Club Facebook pages. To fulfil this role it is beneficial that the holder has a knowledge of "WordPress" and social media including Facebook

RESPONSIBILITIES:

Web

1. The role of web coordinator has evolved significantly and will continue to do so as technology changes.
2. As of summer 2015, the Committee member with responsibility for the online presence of the BAS Club coordinates, overviews and updates both the website <http://www.basclub.org> and the Facebook page.
3. The web coordinator works closely with the BAS Club Secretary, the Membership Secretary and the Magazine Editor to ensure that content on the website is as up to date and as relevant to club members as possible.
4. The Web coordinator has the responsibility for liaising with the professional website developer, on behalf of the club, negotiating contracts and proposing new developments. The web coordinator acts as the link between BAS Club online and BAS archives (ie. with the Oral History Project coordinator), again working with the BAS Club web developer to ensure consistency throughout the BAS site.

Facebook

5. To monitor the Club Facebook page and entries
6. The Club Facebook page <http://www.facebook.com/BritishAntarcticSurveyClub> is updated as and when the web coordinator receives interesting content from Club members or other committee members. It also shares information from BAS, SPRI, AHT and other relevant organisations. Enquiries posted to the page are forwarded to the relevant committee member, and interesting content that is posted is shared with the Magazine Editor and can be signposted to from the website.