

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Website Coordinator Portfolio

ROLE: To manage the running and development of the BAS Club dedicated website. To fulfil this role it is beneficial that the holder has a knowledge of “WordPress” and social media including Facebook

RESPONSIBILITIES: 1The role of website 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 website and coordinates, overviews, maintains and updates the website

<http://www.basclub.org>

3. The Website 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 Website coordinator has the responsibility for liaising with the professional website developer on behalf of the club, reviewing and negotiating contracts as required (subject to Committee approval), and proposing new developments.

5. The website coordinator acts as the link between BAS Club online and BAS archives (ie. with the Oral History Project coordinator)

6. The Website coordinator works with the BAS Club website developer to ensure consistency throughout the BAS Club web site.