



Comox Valley Horticultural Society

Position Description: Webmaster

Duties include:

- Updates club information on the CVHS website current in a timely fashion;
- Maintains privacy code towards all CVHS members;
- Ensures there is no trespassing of copyright laws for any material published on the CVHS website without the consent of the writer;
- Ensures all security measures regarding the website are maintained;
- Installs updates for all components of the website as necessary;
- Works with a technical support personnel if problems occur;
- Submits receipt for webhosting services to the Treasurer;
- Submits newsletter articles regarding changes to the website to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca)
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).