



PITTWATER BASEBALL CLUB.

POSITION: *WEBSITE ADMINISTRATOR*

Description:

- Request information from the Committee for inclusion on the PBC website.
- Ensure all activities and courses are detailed on the website as supplied by either Committee Members or the League.
- Ensure all information is current and relevant.
- Proof read any reports for appropriateness of good sportsmanship and grammar prior to publication on the website.
- Keep up to date with information on the MWJBL and Baseball NSW websites and place on our website as appropriate as soon as possible.
- Ensure sponsors details are obtained from Sponsorship Coordinator and are kept up to date in the newsletter.
- Ensure the Photographic Image Policies supplied by the League are adhered to with any photos printed in the Newsletter.
- Keep all links that on the website up to date.
- Maintain software security on the website.