



Devon County Indoor Bowls Association

WEBSITE ADMINISTRATOR

Responsibilities

1. To ensure that the county website is structured in a manner that enables ease of access to all sections and topics.
2. To ensure that the website is updated on a regular and timely basis, and to use the archive section as appropriate when information remains of interest but has been superseded.
3. To ensure that the county website public domain registration remains current and that the appropriate periodic fee for this is paid on time.
4. To ensure that no content infringes the social media guidelines as published as part of the DCIBA Code of Conduct.
5. To draw attention to important new operational and other key information by means of entries on the notice board, and if appropriate, the home page, and to use the News service for any major breaking news of interest to the wider community.

All Officers must be fully familiar with and abide by the DCIBA Code of Conduct.