PPC WEBSITE ADMINISTRATOR

JOB DESCRIPTION

1. Keep the website up-to-date.

2. Coordinate with the web developer as needed.

3. Communicate with the Executive to acquire information or to seek a motion to approve funds for website improvement.

4. Provide the Treasurer with a yearly estimate for the upkeep of the website.

5. Communicate changes in the website to appropriate Chairs and Coordinators.

6. Upload forms as requested by the Chairs and Coordinators.

7. Generate member lists as requested by the rating chair, secretary, membership chair, or executive group.

8. Generate monthly program, reserve-a-court and ball machine usage reports. Forward usage reports to the PPC President and Secretary monthly.

9. When required, train members on how to use the website.