

# Digital and Tech

## Overview of the Role

The Digital and Tech committee member coordinates the editing and developing of the website and digital tech to drive awareness of the venue and activities.

## What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Keeping the website up to date including events, committee listings and contact details
- Publishing match results and reports as soon as possible after the event
- Promoting membership information, competition and coaching activities
- In tandem with bar sub-committee maintain, and train relevant members, on the Square-up payment system
- Help maintain and manage access to our various channels such as WhatsApp groups, Facebook groups, and ClubSpark.
- Work with the less tech savvy committee members to improve digital awareness and capability at the club.
- Ensuring the website meets minimum accessibility standards
- Linking to relevant websites, including the county and the LTA
- Considering search engine optimisation tactics to make the website easy to find

## Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Experience of editing a website is ideal
- Good IT skills and understanding of social media
- Excellent written skills

## Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 1 hour per week
- You will need to attend committee meetings and the AGM