



Tonto Rim Sports Club Inc.

PO Box 814

Payson, Arizona 85547



TRSC Web Master **PROPOSED**

Description of Duties and Operational Guidelines

Revision Status

Revision	Change Notice	Approval Date
0.0	Draft for Board review, April 2017	

TRSC Web Master Position Description

The TRSC Web Master is responsible for the creation and maintenance of the Tonto Rim Sports Club web pages and monitoring the club web footprint.

Terms of Office - Volunteer Position

Specific Tasks

- Construction and maintenance of the club web site.
- Coordination of the Domain Name account
- Coordination of the Hosting account
- Coordination of the on-line Calendar account
- Monitor the web for references and information regarding Tonto Rim Sports Club and Jim Jones Shooting Range. Notify the Board of any issues found.

Supporting Documents

- On-line www.tontorimsportsclub.com web site
- Collection of files that makeup the club web site
- List of supporting accounts and associated information