**IT/Webmaster**

Updated: Dec. 2018

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| Job or Activity: IT/Webmaster | Person Responsible: Stace Moss, website@pner.net |
| Elected or Appointed? appt | When? 2018 |
| Specific Qualifications? yes | If so, what are they? Programming, database management |
| If this is a committee, list other members | NO |
| Other positions interface with this one. | ALL |
| By-laws Description: | **none** |
| Expected monthly time commitment: | During ride season: 3-5 hours/week Otherwise: 3 hours/week for new development and awards validation etc |
| Basic Responsibilities:   * Arrange for website hosting, database storage * Maintain website functionality to provide information to new riders, allow current riders to view their ride results and standings toward year-end awards, display ride schedule, any educational materials provided, etc * Set up communication between e-commerce portion of site to payment connection (PayPal) and notify appropriate PNER volunteers of membership application/renewal, payment for convention registration or any other future products sold through PNER * Maintain, update, or add any new calculations for year-end awards * Provide new functionality to make tasks easier for other volunteers | |