

**HERON LAKES WOMEN'S 18-HOLE GOLF CLUB**

**JOB DESCRIPTION**

**WEB COORDINATOR/COMMUNICATIONS**

1. The President appoints the Web Coordinator.
2. The main job of the Web Coordinator is to upload and maintain up-to-date Forms, Schedules, list of Board Members, Membership Roster, Job Descriptions, Photos and all other pertinent information related to the Heron Lakes Women's 18-Hole Golf Club as agreed to with the President.
3. Maintain a Members' Group Email and issue President's notifications, as required.
4. Send out a weekly reminder to the Members on the time and game of the next Tuesday's play.
5. Advise Members on new information added to the webpage.