Punta Gorda Isles Fishing Club

Web Master Job Description

1. Design and maintain the PGI Fishing Club web-site and its contents/documents.
2. Update documents to the web-site provided by BOD members.
3. Update/change web-domain e-mail addresses annually for BOD members to correspond with generic BOD position email addresses given in the newsletter and web-site.
4. Update Web pages to make information easily available via the Internet for club members and other interested individuals.
5. Coordinate all business with the Website host to include maintaining the Web design program up-to-date and any other website related functions relative to the pgifishingclub.org Web domain.
6. Coordinate with Treasurer financial activities related to the web-site (hosting fees, etc).
7. Display on website a list of all companies, that support FC , along with hot-links and their advertisements

Revised 5/14/2024