

Vancouver Bicycle Club
Roles and Responsibilities
Webmaster
January 2019

1. Make all necessary updates to the VBC site as required, minimizing downtime.
2. Repair any broken links and fix any reported bugs on the website.
3. Contribute to discussions on ways to improve the functionality and usability of the website.
4. Collaborate with VBC Board to revise website as requested.
5. Reply to user comments and queries in a timely fashion.
6. Gather and analyze statistical data as required.
7. Maintain user database and appropriate user access.