



## **Toronto Triathlon Club Board Description of Role of Director of Information**

### **Purpose**

Oversee and manage all TTC-related information across the TTC website and key Board and Member platforms.

### **Term**

Two years; elected at the Annual General Meeting

### **Primary Duties**

- Oversee and manage TTC website (front end and back end), including: news updates, event postings, contacts, emails, sponsor content, administrative access
- Oversee and manage TTC SharePoint and other shared drives / electronic files (including e.g., photos)
- Provide ad-hoc IT support to website and other administrative tasks

### **Time Commitment**

4-8 hours per month throughout the year

### **Additional Expectations**

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month during race season

Updated July 2019