The Probus Club of Rouse Hill Inc.

Role Description – Website Administrator – Issue Date Feb 2026

The Website Administrator is required to:

- Maintain the Club website in accordance with Executive Committee directions and PSPL governing rules,
- Ensure that the information being entered has received prior Committee approval where necessary,
- Update the relevant website pages in a timely manner,
- Ensure that the layout of each web page is clear, concise and relevant, and
- Ensure that the links to documents on the Club Documents page are not repeated on other pages. Where necessary, refer to the applicable link on the Club Documents page.