

Metro East Inferno Female Hockey Association
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May 27, 2026.

Metro East Inferno Female Hockey Association – Website Administrator

The role of **Website Administrator** reports directly to Vice-President Administration (VPA) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Website Administrator** shall be responsible for, but not limited to, the following:

- Collaborating with VPA to ensure the MEIFHA website (currently GrayJay) is kept up to date, including all information contained within webpages, links, and news articles.
- Supporting the VPA updating information and uploading files during the preseason.
- Working with Division Coordinators, VPA and VPH to prepare and post timely and accurate evaluation results, maintaining consistent and unbiased formatting.
- Uploading team rosters to GrayJay, as they form (Sept-Oct) and updating as required.
- Granting administrative access to team pages and electronic gamesheets (Sept-Oct).
- Managing email and subscription lists.
- Supporting members with prompt communication and assistance and/or referral.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.