

## **JOB OUTLINE FOR WEBMASTER**

### **Purpose**

The webmaster will maintain the Beccles U3A website for the benefit of members and as a public platform for the Group.

The webmaster reports directly to the Chair, and is not a member of the Executive Committee.

### **Responsibilities**

The post-holder will:

1. Maintain the accuracy and appearance of the Beccles U3A website, whilst endeavouring to enhance the website's overall usefulness.
2. Enter details of all meetings, speakers, events, outings, reports, links, and photographs as requested.
3. Monitor the website to identify information that is no longer up-to-date, and change, archive or remove as appropriate.
4. Ensure that the Latest News page is kept under constant review.
5. Post a report of the Monthly Meeting on the website.
6. Keep an overview of all group pages. Enter changes requested by page owners, and, at least half-yearly, request Group Convenors to review their group pages.
7. Encourage Group Convenors to edit their own group pages, and provide training where necessary.
8. Create an entry and group page for new interest groups.
9. Maintain an up-to-date list of Contacts and set up Beccles U3A email accounts as required.
10. Liaise with U3A Site Builder support.
11. Prepare a report on the state of the website for Executive Committee Meetings.
12. Liaise with Committee Members and others in matters concerning the website.

March 2015