London Region of U3As

ROLE DESCRIPTION - WEBMASTER
Rev 02

Role Overview:	The Webmaster is a member of the Executive Committee of the London Region of U3As (LRU3A), which is a network of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.
	The network acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3As in London.
Role Objective:	The role is to maintain the LRU3A website which is a key part of our communication methods. Our website is critical for public and member viewing. The role will also include providing general IT support to the Executive Committee.
Tenure:	Elected at the Annual General Meeting for up to 6 years

Main Tasks:

1. To promptly update the LRU3A website with all material provided from various sources of we material.
2. To consider enhancements to the website, adding pages or re-formatting, as appropriate.
3. To spot where website information becomes out of date and to chase the owner, the supplier, of that material to get an update.
4. To work closely with the Chair on keeping the website effective with regard to content and format.
5. To support the LRU3A IT/Webmasters Peer Group network
6. Attendance at LRU3A Executive Committee meetings and contribution to the Committee's activities as appropriate.
7. To attend and support Delegate Meetings and the AGM (four meetings per year)
8. The role has a generic email address: webmaster.londonregionu3a@gmail.com
9. Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address.

Other possible activities:

There is scope for further development of the role e.g.

1. To provide general IT support on aspects as required for the effective operation of the Executive Committee, such as Shared filing on the cloud, assignment of alias email addresses, support for videoconferencing.
2. Participation in the LRU3A IT/Webmaster Peer Group Network.

Helpful qualities and abilities specific to post:

1. Good communicator, team worker and networker
2. Good knowledge of Word, Internet, email, and videoconference systems
   Web design skills helpful but not essential