



## **Role of Website Editor** Approved by Committee 05/03/2020

The role of Website Editor is to maintain the Olton & District U3A Website to provide information and news to the members of Olton and District U3A. The Website is also the public face of Olton and District U3A, and should contain appropriate information for non-members to view the activities of our U3A, so that they can decide whether they wish to join our group. It is essential that the information provided on the Website is accurate and up-to-date.

The following lists the main functions of the Website Editor:

- Input details each month from the Events Diary
- Periodically, remove expired events
- Respond to requests from Interest Group Facilitators and officers of the committee to add or change information
- Respond to requests from all members of Olton and District U3A to amend incorrect or out-of-date information
- Upload photographs to the gallery
- Upload files relating to Olton and District U3A, e.g. minutes of meetings, policies, details of AGM
- Periodically, check through the Website to ensure that the information displayed is up-to-date
- Ensure that members' personal details are not included in any of the posted information