Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: <mark>XXXX</mark> 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: **WEBSITE MANAGER** (does not need to be a trustee)

Role Description

To manage the structure, contents and appearance of the website

Term of office

There is no specified term. The Webmaster may contribute for as long as you choose to.

Commitment

One to two hours per week on average.

Relationships

With members of the communications team, group convenors and the management committee.

Details of the Role

Overall purpose	To maintain the website with accurate, comprehensive and up to date information about the charity's activities.
Responsibilities:	Publish Information which includes but is not limited to: – membership promotion and application. – interest group activities and programme of monthly meetings – Notices of and papers for annual general meetings. – administrative information e.g. policy documents and management committee.. – news, including newsletters and other communications as embedded text and pictures, attached documents and Flipbooks – Resolve any problems with website performance, liaising with u3a Sitebuilder support team sitebuilderu3a@googlemail.com and/or with the Internet Service Provider https://control.gridhost.co.uk/members/ when necessary. – Creating, issuing and managing domain email addresses i.e. xxx@romseyu3a.org.uk – Responding to, or passing to an appropriate person, emails received via the website 'General Enquiries' and 'Webmaster' email addresses. – Ensure ISP charges are paid and forward invoices to the Treasurer. Hosting and other charges are on automatic payment by debit card. – Pass to relevant person details of correspondence received by webmaster@romseyu3a.org.uk
Knowledge and skills required	Skills involved are minimal as the website uses a content management system designed for non-technical people. Changing the material in webpages involves little more than typing text into an online form. The system, called Sitebuilder, is used by hundreds of u3as around the UK.

	More information here https://u3asites.org.uk/code/findmore.html
Resources needed	Computer running Windows or Mac operating system. Note no software is installed on your computer. An internet service connection and telephone
Resources available	Instruction manual. Guidance and instructions built into Sitebuilder. Support from sitebuilderu3a@googlemail.com Webmail and email account webmaster@romseyu3a.org.uk