

Taw U3A Role Description

The Role of Webmaster

April 2020

The Webmaster is effectively the 'Editor' of the Taw U3A Website. He/she is responsible for entering all new content and editing existing content, under the direction of the Taw Trustee Committee.

This task is done using 'Site Builder' software running on the U3A National Office Servers. This software has been specifically designed for maintaining the websites of the many U3A Charities around the British Isles. All the existing websites using this software can be viewed at: <https://u3asites.org.uk/code/index.php>

The 'Site Builder' software has been 'tailored' for just one specific purpose, making it very simple to use, unlike a lot of other, multi-purpose 'website-building' software. The software does not have to be downloaded onto the Webmaster's own computer, as it is all operated remotely, 'on-line' on the U3A Nation Office servers.

To keep the Taw website up-to-date the Webmaster needs to keep in regular contact with the Trustees and may well be a member of that committee. The majority of the work of the Webmaster involves uploading information from the Taw U3A Special Interest Group Leaders and from the Newsletter Editor. The information from Group Leaders tends to come via emails throughout the month, while information from the monthly Newsletter comes at the end of each month. The information is mainly dates, times and venues for future meetings of the various Special Interest Groups.

Most of this information can be 'copied-and-pasted' directly from emails or Newsletter entries. These entries will, however, often need to be expanded as they have often been abbreviated to fit into the limited space available in the Newsletter.

Another task of the Webmaster is to add photographs (in jpeg format) to the website. These may come from Group Leaders and can be added to their specific, Group page, or may be of general interest and go on other website pages. Exceptional photographs may be put on the website 'Home' page. Photographs usually require some adjustments before up-loading to the website, so knowledge of basic 'Photograph Editing' software is helpful.

Links to various text only Information Documents are also made available on our Taw U3A website. These come to the Webmaster in a variety of ways and need to be converted into pdf format for up-loading to the 'Site Builder' server. So some knowledge of file conversion between different formats is often required.