St Albans U3A Terms of Reference for Webmaster

Role Description:

The webmaster is the person who manages the U3A website so that it:

- reflects the ethos and activities of the U3A to members and non-members;
- carries accurate and current information about the U3A;
- provides a route for current and prospective members to communicate with the EC and other relevant people within the U3A.

Key Responsibilities and Accountabilities:

1. to maintain a relationship with the web developer to maximise the benefit of the Website to its users;
2. to propose to the Executive Committee desirable changes to website structure or functionality and implement agreed changes;
3. to report information about Website usage to the Executive Committee;
4. to develop and maintain appropriate Guide(s) for website users;
5. to upload, remove and update material as requested by appropriate members;
6. where possible, to respond within 24 hours of receipt to urgent requests to upload, remove and update material;
7. where possible, to respond within 3 days of receipt to non-urgent requests to upload, remove and update material;
8. where necessary, to edit material to improve clarity, spelling, grammar or page appearance without changing the intended sense;