

Role of Web Site Administrator

Purpose:	To ensure the iU3A web pages are a useful communication method of our activities to the public and our members.
Core duties:	To update all the iU3A web pages.
	Based on inputs provided from individual Group Coordinators or other page "Owners", update the relevant page(s).
	Keep an eye on the material on the Group pages and advise Coordinators/ Owners if it is felt that material needs to be updated or changed. This activity will be supported by Communications Coordinator.
	Ensure (maintain) a consistency in format between all pages.
	Create new pages as required.
	Support Communications Coordinator in ensuring the Group pages support overall iU3A Web strategy & policies.
	Ensure material on pages is non sexist.
	Assist with managing photographs for the wider use of iU3A.
	Take a monthly copy as back up of all web pages
	Keep a Copyright Images register of all required acknowledgements
	Support EC Meetings if required.
Other possible activities:	Support creating a "brand" for iU3A
Skills and experience required:	Some general IT & computer skills. Do not have to be a specialist in this area.
Role Exclusions:	Change (ie over-rule) Coordinators/ Owners material (but can suggest changes to them).
	Input to Newsletters or Bulletins
Accountable To:	Chair

Agreed role responsibilities will be depending on person's capabilities and competencies.