

Webmaster Role

Settle District U3A: Webmaster Role Description

Could be a committee member but not necessarily

- Create a website and maintain it
- Provide access and editing rights of the website to the U3A committee members and group leaders.
- Liaise with the Beacon administrator in providing and maintaining the links to the Beacon system from our website.
- Provide any necessary training or assistance to members using the system.
- Maintain contact with the website providers through the IONOS Forum, to provide feedback and suggestions for improvements to the system.
- Set up emails generic emails for committee members and group leaders.
- Coordinate the handover of generic emails annually