

Witney u3a

Role Description

Position **Webmaster**

Responsible for:

- a. maintaining Witney U3A website and ensuring all information is current: -
 - i. regularly review and update website to ensure that it presents an attractive, appealing image of Witney u3a, provides up to date information for existing members and promotes the recruitment of new members; check links regularly to ensure they are all working.
 - ii. maintain Groups' page by ensuring all groups are listed with correct times and dates of meetings. Contact Group Leaders and/or the Groups Co-ordinator at least once a year for updated articles and visuals.
 - iii. publicise all forthcoming outings and trips and publish monthly Newsletter on website.
 - iv. maintain photo Gallery with recent photos of activities.
 - v. regularly check for additional information from national u3a website including opportunities for online learning, and Thames Valley Network for study days and events.
 - vi. use national u3a branded materials where possible.
 - vii. liaise with Publicity Organiser to use website as a marketing tool.
 - viii. maximise visibility of website to search engines through links and other means.
 - ix. amend Committee members' page as necessary.
 - x. keep Committee informed of progress by means of monthly report.
- b. liaising with Third Age Trust volunteers and website administration to update web style, maintain security and keep back-ups of website with assigned web hosting service, including transfer to new website platform.
- c. To help seek and work with Witney u3a volunteer(s) to assist in the website development and maintenance and to transfer skills where appropriate.
- d. ensuring compliance within own role with policies and guidelines relating to
 - i. members privacy (GDPR)
 - ii. members safety and well-being (Safeguarding)
 - iii. equality and diversity, and iv) accessibility, and to refer any breaches or issues relating to these policies/guidelines promptly to the committee.
- e. being sufficiently familiar with the roles of other Committee members so that is able to undertake another's tasks when needed.
- f. being able to explain the ethos of u3a and how the Witney branch works to visitors and new members.
- g. being familiar with the Witney u3a Fire Safety Policy, and attend the annual Fire Safety Awareness session. Being familiar with the Methodist Church layout, the exits, location of fire- fighting equipment and the First Aid box.

Responsible to: The committee and membership.

Authority: No authority to spend money without the approval of the Committee.

(Updated April 2023)