

ROLE TITLE – NOTTS. NETWORK WEBMASTER

To safeguard the good name and values of Notts. Network of U3As. To be aware of Equality and Diversity and Data Protection issues.

To attend Network Meetings whenever possible.

To work together with all of the Officers and other volunteers in their independent roles.

To ensure that information is communicated at every opportunity and information is accurate and up-to-date on the website.

To respond to requests to put new information on the website. Approved Minutes should be put on to the website and any other information from the Network or Region.

To respond to email enquiries to the website either by responding directly or by forwarding to the appropriate person, in either case with copy to the secretary.

To identify ways of improving the presentation of the content.

To archive information that is no longer current.

To review the webhosting arrangements and organise the payments for the renewal of the domain name.

To train or advise new or back-up Webmaster.