

## Romsey & District u3a

### ROLES AND RESPONSIBILITIES

Approved by Trustees: May 2024

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All its activities are organised and run by volunteers.

ROLE: **WEBSITE MANAGER** (does not need to be a trustee)

#### Role Description

To manage the structure, contents and appearance of the website

#### Term of office

There is no specified term. The Webmaster may contribute for as long as you choose to.

#### Commitment

One to two hours per week on average.

#### Relationships

With members of the communications team, group convenors and the management committee.

<b>Overall Purpose</b>	To maintain the website with accurate, comprehensive and up to date information about the charity's activities.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Membership promotion and information</li><li>2. Interest group activities and programme of monthly meetings</li><li>3. Notices of and papers for the Annual General meeting (AGM)</li><li>4. Administration information e.g. policy documents, management committee data</li><li>5. News including copies of Newsletters and general communications</li><li>6. Resolve problems with the website operation, liaise with National u3a support as necessary</li><li>7. Ensure any charges, such as ISP (Email) are passed on to Treasurer for reimbursement</li><li>8. Responding to/ passing on to an appropriate member of the team, emails received in General Enquiries email box</li><li>9. Attend bi-monthly Trustees meeting</li></ol>

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<b>Knowledge and Skills required</b>	Skills required include; a. Competent PC user, especially Microsoft products such as Word and Email b. Ability to understand basic training for the website tool SiteWorks
<b>Resources needed</b>	1. Computer running Windows 10 or 11 2. MS365 subscription (supplied by u3a) 3. Good Internet connection with telephone connection or mobile 4. Printer
<b>Resources available</b>	1. Detailed instruction/self learning manual 2. Support from current webmaster during training and initial months 3. National u3a support team, including weekly Zoom calls with other webmasters across the UK 4. u3a National website has many support resources