

Dorking and District U3A

Role Description – Webmaster

Responsibilities

Develop and maintain the Dorking and District U3A (“D&D U3A”) website including:

1. Assure its continued presence on the World Wide Web.
2. Update and back up its structure, functions and content, where necessary.
3. Liaise with internet service providers and software creators to debug issues that arise with website performance.
4. Maintain a 'responsive' design that is functional at various screen sizes, from smartphone to PC monitor; and to accommodate, where possible, changes and additions requested by D&D U3A members.
5. Ensure that the D&D U3A website complies with all legal requirements and best practice guidance relating to the design and functionality of a website including its security, data protection and also access by persons with disabilities.
6. Not knowingly, or in any circumstances where he/she ought reasonably to have known, publish on the D&D U3A website or permit to be published on the Dorking U3A website, any item that is in breach of copyright or data protection or may breach any other legal right of any person.
7. Regularly review all content placed on the website by any contributor to ensure that it complies with 6. above and in the event of non-compliance or any reasonable suspicion of non-compliance arrange for its immediate removal. All instances of non-compliance or suspected non-compliance must be reported to the Committee immediately.

Liaison with D&D U3A website users

1. Help D&D U3A contributors present their online material in the best light.
2. Monitor external comments.

Reporting

1. Report to the Committee when so required on any matter relating to the D&D U3A website. The prior consent of the Committee will be required before any contract relating to the D&D U3A website is entered into with a service provider or other party.
2. Report immediately to the Committee any information suggesting that the security of the D&D U3A website has been compromised.
3. Notify the Committee immediately upon receiving any communication from the Third Age Trust, Charity Commission or any other relevant authority relating to the D&D U3A website that is other than in the normal, expected course of business.

General

1. Recognise the collective responsibility of the Committee and abide by its decisions.
2. Recognise the confidentiality of matters discussed by the Committee.