



WEBMASTER Job Description & Responsibilities

Responsibilities

The Webmaster is an appointed position and is a member of the Executive Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

The Role

- To maintain the Association's webspace, including timely payment of fees;
- To update the website with Officers and contact information;
- To upload news items as submitted;
- To ensure that all other relevant information is kept up to date and accurate;
- To manage and maintain any mailing-lists hosted on the Association's webspace;