

ROLE OF THE WEB EDITOR

The Web Editor is an appointed position and is not normally a committee member, but must be a member of BFu3a.

Responsibilities:

- Manage the contents of the Bracknell Forest u3a website. The content is to be checked and edited regularly, but the specific content is the responsibility of the writer of any item on the website
- Manage the BFu3a content of any local websites which reference BFu3a, updating as necessary.
- Load and maintain the content of BFu3a website
- Renew the licence for the domain name(s) we own and ensure the Web Hosting contract is renewed or replaced as appropriate.
- Inform the treasurer of the fees for these renewals and obtain agreement from the committee before renewal.
- Maintain the position and group addresses for the committee on the BFu3a website
- Assist the membership secretary with renewal by updating the renewal pages on specified dates.
 - Ensure the user name and passwords for the members and the committee area of the website are updated at the start of renewal and the old ones are removed at the end of the renewal period.
 - List all generic email addresses on the website and update as required.
- Keep the BFu3a website updated with the screen-view copy of the newsletter as it is sent by the newsletter editors
- Produce the pre-slides for Open Meetings and get approval from the committee before the meeting
- Assist with setting up the technology of Open meetings (especially Zoom meetings and Hybrid meetings), as required
- Advise on the use of computer technology by the committee or individual groups
- Where possible and by agreement, undertake ad hoc tasks as required by the Committee.
- Attend occasional committee meetings when requested by the Chairman, and provide information to the committee on the BFu3a website

- Ensure any information known or read concerning matters discussed by the committee, or opinions expressed by committee members are treated as confidential
- Prepare and carry out a comprehensive handover to a new incumbent when appointed

Should the holder be a Committee member, the following will apply:

Aspects Applicable to all Committee Positions

- No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (*see Trustees Code of Conduct – Corporate Responsibility*)
- Forward a brief report to all Committee members seven days prior to the next Committee meeting

Website Details

Domain name: bracknellu3a.org.uk

Registered at: names.co.uk (<https://admin.names.co.uk/welcome.php>)

Renewal: in October every 3 years

Web site hosting: Heart Internet Starter Professional

Renewal: annually in October

Updated January 2022