Job Description – Webmaster

Duties

The regular duties of the Webmaster are as follows;

- Update the Fairford U3A website (www.fairfordu3a.org.uk) on a monthly time scale. This includes the following:
    - Upload the Fairford U3A Newsletter
    - Update the General Meetings page
    - Update the Home page
- Update the Committee website at least one week before the scheduled committee meeting. This includes the following:
    - Update the Home page to include the new meeting details
    - Upload the Agenda
    - Upload all the committee members reports
    - After the committee meeting, upload the minutes
    - Occasionally there are additional reports which will need uploading
- Maintain and create email addresses for either the committee or the general members
- Write a report and upload it to the committee members report section
- Attend the Committee meetings on a regular basis

Skills Set

To perform the above duties the Webmaster will need to have a working knowledge of the following:
- HTML – this is the display language for web pages – it displays the text on the page
- CSS – these commands and their arguments control the layout and colour of the web page.

To either edit or create new pages, a knowledge of an HTML editor is required. The one currently used is Kompzer – a free download. To transfer the web pages to and from the server, an FTP program is required. Currently FileZilla is used – another free download. For those wishing to brush up their coding skills, the Internet is a very good place to start, especially some of the YouTube Tutorials.

The Webmaster will need to be familiar with the working of a hosting company for maintaining the online presence and the Fairford U3A emails. Currently our host is 1 & 1 IONOS.

Future Developments

Websites in general tend to age and become more difficult to maintain and the U3A website is no exception to this. It is the committee's intention that a new website is developed which has a more modern appeal. As well as having a general public interface, there could be login facilities to members pages and committee pages. It would also be useful to allow Group Leaders and Committee members to maintain their own pages, thus removing the 'bottle neck' of the webmaster. To this end, it is suggested that a Content Management System (CMS) is used to host the new website. It is also suggested that WordPress is used in creating this new site.

In order to develop such a website, a working knowledge of PHP, MySQL and Apache would be required.

Doug Crowley

Webmaster

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