WEBMASTER
Role & Responsibilities

The Webmaster is an appointed position and is a member of the Management Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

The Role

- Managing and maintaining the Association's website to ensure its functionality, performance, and security.
- Various tasks across different areas of web development, design, and system administration.

Specific Responsibilities

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
    - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Maintain the Association's webspace, including timely payment of fees.
- Update the website with Officers and contact information.
- Upload news items as submitted.
- Ensure that all other relevant information is kept up to date an accurate.
- Manage and maintain any mailing-lists hosted on the Association's webspace.
- Review design and functionality of the website to provide a good user experience both for existing ringers using it as a resource, and members of the public looking for information about how to learn to ring bells.
- Attend and provide written reports for Management Committee Meetings.