



TETBURY AND DISTRICT

Webmaster

1. Role Summary

The Beacon Administrator provides technical support and training to committee approved users.

The Webmaster designs and implements a publicly available website to meet committee approved requirements.

2. Beacon Membership Database

To be the contact between Tetbury & District U3A and the Beacon development team:

Provide password protected access to the U3A Beacon software to committee approved trustees as required, using the privileges options in the system.

To carry out maintenance on the membership list, for example changes to an individual's information, as agreed in the Privacy Policy.

To train committee members and group leaders in the use of Beacon as required.

To update records for group leaders and members when necessary.

3. Website

The webmaster is responsible for the design and maintenance of the Tetbury & District U3A website by updating the content and being the contact with the 3rd party hosting company and the domain registrar.

To update events, group and contact information, and delete out of date information.

To support the Groups' Co-ordinator to update group list information.

To provide the committee meeting with hit data.

4. Handover

Carry out a comprehensive hand over to any new Beacon and Website Administrator.