

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: WEBMASTER

Responsible to: The Association Management Committee

Appointed by: The Association Secretary

Tenure: Not specified

Detailed duties:

1. To provide and maintain the Association's presence on the internet by way of a website, currently accessible from <http://www.llanmon.org.uk/>.
2. To ensure that the website's content is representative of the Association's current activities and purpose, and reflects a balance of activities of both Branches.
3. To keep the website's content up to date so far as is reasonably practical, usually necessitating a pro-active approach to the gathering of information.
4. To take regular back-ups of the site so that it may be restored in the event of server-crashes, etc.
5. To ensure sufficient monitoring of any interactive features and to ensure adequate and timely moderation of inappropriate content which might be posted.
6. To ensure that the Association's "llanmon.org.uk" web-domain is renewed as necessary.
7. To provide the Management Committee with a written report at each meeting so far as reasonably practical.