

Wellington Tramping & Mountaineering Club

Role Description



Revised February 2016

Position: WTMC Webmaster

Responsible to: General Committee

The WTMC website serves as promotional medium to attract prospective members and provide a means to communicate to existing members.

The role of the webmaster requires the incumbent to have an interest in Internet technologies and website development. Functions of the webmaster role can be shared by a sub-committee if some of the skills are not held by one person.

Responsible for:

1. Maintaining a hosting platform (currently <http://www.webbase.co.nz/>)
2. Managing email accounts and redirections for committee members.
3. Maintaining the website, newsletter and forum (Drupal, Wordpress, Phorum) with the latest security updates.
4. Maintaining backups.
5. Assisting committee members with entering content.
6. Maintaining the club presentation laptop.
7. Attending General Committee monthly meetings.

Membership of Committees:

None

Liaison:

All General Committee members as appropriate.

Financial Authority:

The webmaster has no authority for any expenditure on Club activities without prior authority by the General Committee.