

PROBUS CLUB OF DURHAM WEST

WEBMASTER ROLE – UPDATED MAY 2023

WEBMASTER – 2023 role description in detail

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Update account contact information and purchase domain services with DOTEASY. Contracts are typically purchased for a 2-year term.
- Develop and maintain the club website on Wild Apricot.
- Upload and file images and update content using monthly newsletters and management meetings as content source. Web section updates typically include:
 - Upcoming Social Events
 - Filing past Social Events
 - Content and links to approved external social events
 - Upcoming featured speakers and Photo Gallery.
 - Filing past speaker engagements
 - Group Activities updates
 - Age 55+ page
 - Uploading and filing images using file structure for easier access and management of images
 - Management Committee contact information.
 - PROBUS Constitution and By-laws-
 - Management Committee Job Descriptions.
 - PDF Copies of monthly newsletters
 - Calendar of key meetings and events.
 - Zoom recording of the speaker at monthly meetings (During Pandemic)
- Using content from event convenors, using related forms, create Social Events in the Event Module. Enable member event registration feature and publish event costs where appropriate.

Experience

- No web development experience is required. Creation of content and editing is mostly icon driven. Familiarity with WORD's icons and features is helpful such as choosing fonts, paragraph alignment, copying and pasting, inserting tables and images and adding hyperlinks

- Training is available using job shadowing. The website resides within the Wild Apricot platform which has excellent tutorial videos, a self-help guide using word search and an online chat feature with live and very helpful agents.