



The Surname Society

JOB DESCRIPTION FOR THE POST OF WEBMASTER

OVERVIEW

The Webmaster shall be responsible for the design and maintenance of the website for The Surname Society (or 'the Society') and for ensuring the site functionality and availability.

POSITION TYPE

This is a non-salaried volunteer position appointed by the Committee bi-annually. The postholder does not need to be a member of the Committee though this is highly desirable.

REQUIREMENTS

- Must have a good knowledge of Wordpress, PHP, MySQL, CSS and HTML
- Must have knowledge of web server administration, domain administration, email account creation and email administration
- Must be a competent user of email, the internet and social media
- Must be willing to attend Committee meetings of the Society
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Should have the ability to commit the necessary time to conduct the role, including travel and attending events out of office hours if necessary
- Should have excellent communication skills (both verbal and written)

SPECIFIC TASKS

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Design and implementation of the Society's website
- Develop and maintain the Society's website and provide support to the members in its use
- Ensure the web server and any software installed on it are kept up to date and operating correctly
- Monitor software licenses to ensure compliance with the terms of any license agreement
- Maintain and administer all domains registered by the Society
- Responsible for researching new ways to adapt the website to suit the requirements of members
- Transfer all Society records within 28 days of term completion

TIME COMMITMENT

The Webmaster's time commitment is at least five hours per week.

Approved at the Committee meeting of The Surname Society: 18 October 2014