



Webmaster

Role description

It is the responsibility of the Webmaster of Ludlow u3a to:

- maintain Ludlow u3a website
- add new groups and delete defunct groups
- keep details of forthcoming monthly meetings up to date
- add newsletters to archive
- maintain committee contact details page
- keep front page up to date with details of forthcoming events and advisory notices
- report statistics of website visits to committee
- ensure downloadable forms are up to date
- ensure website conforms to u3a brand guidelines

This role is not necessarily a committee role but, if it is, to

- act as a Trustee of the registered charity, ***u3a in Ludlow***