Waterman Alumnae Group Job Descriptions – Special Committee

## Website

Webmaster Job Description

The webmaster is an appointed position, not a member of the board although she may attend the board meetings as needed. She manages the watermanalumnae.org website and domain, and maintains current information on the site. In addition to the regular update tasks listed below, she updates other areas of the website as requested by the president. Any major change to the site in either look, content of management should be approved by the president.

The domain name watermanalumnae.org is owned by the group and is currently renewed through GoDaddy.com for about $20/year. Emily Salvette pays for this.

The website is currently hosted on GoDaddy, but that will probably change. Updating the site requires the ability to code in html. We are planning to move the site to a different platform (probably WordPress) that doesnʼt require knowledge of html.

Timeline of Maintenance Tasks:

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| --- | --- | --- |
| When | What happens - the info to update - from whom | Pages to update |
| May | New administration begins-need list of new officers and the new presidentʼs message – from President | Home, Board, Contact |

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| --- | --- | --- |
|  | After last Town Hall, change the “The Next Waterman Event” box on the home page to feature the first Town Hall of next season; delete link to last seasonʼs Town Hall brochure | Home, pdf links at bottom of all pages |
| June- August | Names and school years of scholarship recipients -from scholarship chair | Scholars |
| Town Hall sponsors - from treasurer | Sponsors |
| Waterman member events - from Social Events Chair | Calendar |
| Sept - Feb | Keep feature event updated with next event | Home |
| Keep calendar updated with any new events | Calendar |
| 1/27/18 | Domain and hosting contract expire |  |
| Late Feb - March | Next Town Hall season information--along with pictures of speakers--from Town Hall chair or brochure chair; scan, upload and link the new Town Hall brochure | Town Hall, Calendar, pdf links at bottom of all pages |
| Create an updated Membership Form and link to membership page | Join Waterman |