Waterman Alumnae Group Job Description

Webmaster

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 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 or board. Note that the Membership Chair may also make changes to the website regarding membership fees and online payment.

The domain name, watermanalumnae.org, is owned by the group and purchased from GoDaddy.com. The webmaster is the account administrator and sends notice to the treasurer to pay the 5-year fee of about $100, The website is built in WordPress, a free application, and is hosted on Liquid Web. For complex website changes and management of our Liquid Web account, we hire a tech consultant (currently, Lindsey Rampton, lindseyrarnpton@zrnail.com).

Any major change to the site in either look, content or management should be approved by the president or board.

Timeline of Maintenance Tasks:

When	What happens — info to update — from whom	Pages to update
May	New administration begins-need List of new officers and the new President's message — from President; update contact to new President	Home, Board, Contact
June-August	At first meeting of new board, get dates of board meetings to add to calendar	Events
	Names, school years and majors of scholarship recipients -from Scholarship Chair	Scholars
	Town Hall sponsors - from Advertising Chair	Sponsors
	Waterman member events - from Social Events Chair	Events
Sept -Feb	Keep calendar updated with any new events or info	Events
1/27/2028	Domain expires and must be renewed through GoDaddy every 5 years	
Late Jan - February	Next Town Hall season information— get descriptions and speaker pictures from Town Hall or Brochure chair; create new events with pictures; upload and link the new Town Hall brochure; change the site banner to announce new Town Hall season	Town Hall, Events, brochure links in page sidebar widgets, banner

September 2025