

SUNTRECKERS – Webmaster Job Description

WEBMASTER

General management responsibilities together with specific responsibilities in the following terms:

1. The Webmaster is responsible for the upkeep and maintenance of the Suntreckers website.
2. The Webmaster cannot delete the complete website or make major structural changes without prior discussion and a decision from committee.
3. The Webmaster must keep the website up to date with latest information and other notices that may be helpful or informative to members and / or prospective members.
4. The Webmaster is responsible for the links page and exchanging links with other naturist related, or caravan/camping related sites.
5. Before uploading a link, the webmaster must check the linked sites' content to avoid links to porn, or other unsuitable sites.
6. Care should be taken when publishing personal information or photographs on the web and wherever possible restricted to the members only area of the web.
7. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
8. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
9. Any other duties reasonably falling within the purview of this post and agreed by the National Committee.