Webmaster role

- Keep all existing webpages up to date.

- Keep all documentation accessed via the website up to date.

- Setup new webpages as when new groups are formed or when new webpages requested by the U3A committee are required.

- Contact group leaders on an annual basis to ensure their group related information displayed is correct.

- Following approval by the U3A Committee, carry out regular payments to the website domain name hosting and website hosting companies.

- Keep all software packages used by the website up to date.

- Ensue all website security updates are carried out.

- Setup any limited access webpages as requested by the U3A Committee.

- Ensure all email addresses displayed on the website are up to date.

- Ensure all routing of the email addresses carried out by the web-hosting site are sent to the correct U3A member.

13th August 2022