



## Combe Mill Society - Role Description

Date: October 2022

Issued by: \_\_\_\_\_

Role Description: : Webmaster

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### 1. Principal tasks:

As webmaster you will maintain and develop the content of the Society's web sites [www.combemill.org, .co.uk and .org].

You will update the site at frequent intervals so that it always contains timely information about Combe Mill and its activities.

You will maintain the 'archive' pages, such as the photo gallery, so that the history of Mill activities is maintained on line.

In particular you will revise the site so that it contains:

- Details of upcoming events
- Latest society newsletter for members for download
- Update archive of newsletters, board meeting agendas and minutes
- Ditto for the Heritage Advisory Group
- Current Society documentation for download
- Latest press cuttings

You are also responsible to administering the e-mail forwarding and mail box assignments for the Society.

### 2. Financial responsibilities (if any):

Renewals of web site hosting, domain registration and SSL certificates should be forwarded to the Treasurer for payment

### NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.