



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE WEBMASTER

The Webmaster is a volunteer of ACT Walking for Pleasure Inc. (the Club). It is preferable for a member of the Committee to hold the Webmaster position so they have access to all Committee documents which need to be stored on the website.

The Domain Name *actwfp.org.au* is registered to the Club, which operates the website *www.actwfp.org.au*

Primary duties and responsibilities:

- Manage the Club's website as the principal administrator.
- Ensure that the Domain Name registration is renewed before it expires. The Domain Name is registered through Crazy Domains *www.crazydomains.com.au*
Our Domain Name registration is due for renewal for three years on 2/8/2027.
- Renew the email hosting service through Crazy Domains. Due for renewal for three years on 12/6/2027.
- Maintain the email Forwarders in the Crazy Domains email hosting service. These forward @actwfp.org.au addressed emails to some personal email addresses.
- Provide assistance to other members who have been authorised by the committee to access sections of the Content Management System (CMS) of the website.
- Upload photographs suitable for inclusion in the Photo Gallery pages of our website. The last ten photos are displayed in a slide-show on the Home page.
- Upload files to the CMS for archiving, including newsletter files, and edit links on CMS pages to updated documents.
- Upload the following into the Downloads section of the Content Management System (CMS) of the WFP website: Committee Meeting Minutes, AGM minutes and Annual Reports and the WFP Official Decisions. These are then loaded onto the WFP website in the Member's Only Area accessible by all members.
- Upload the following into the Downloads section of the Content Management System (CMS) of the WFP website: Incident Reports, Insurance Documents, Treasurer's Reports and Walk Statistics which are accessible by all Committee Members and others authorised by the committee.
- Update the Walk Coordinators spreadsheet after each Newsletter is published then add to Files/Downloads/Walk-Co-ordinators.
- Manage the lists of subscribers to the MailChimp email distribution system.
- Back up Mailchimp before the end of June then every 3 months.
- Liaise with the website designer – Grant Heggie at grant@granthebbie.com – about website or CMS bugs or improvements.

Knowledge and skills required:

Ideally the Webmaster is someone who:

- Has very good communication skills
- Is well organized
- Has a competent level of computing skills

Estimated time commitment required:

Approximately 2 hours per week.

This information is correct as at May 2024.