

UUCWI Webmaster Role Description

Approved by Board of Trustees on March 14, 2005

Purpose of Position: To maintain a congregational website including the calendar of events.

Nature of Position: This is a standing, unpaid position within the Communications Committee.

Key Responsibility Areas:

- Post public information relating to services, church events, and committees, including newsletters, sermons, meeting notes, and other documents provided by committees.
- Maintain current information, including links, email addresses, announcements and the calendar in coordination with the Church Coordinator.
- Become familiar with security features offered through the ISP
- Train a successor if possible.
- Serve on the Communications Committee.

Knowledge & Skills Required:

- website skills, including HTML (or the use of an HTML editing software), JavaScript if appropriate, photo editing software, cgi, and other standard website development tools and languages
- awareness of security and privacy issues relating to website use
- excellent written language skills
- ability to meet deadlines and respond to requests in a timely manner

Selected by: Board of Trustees

Supervised by: Communications Committee Chair (or Board President if the committee chair is not able to supervise)

Current Staffing: See current Directory