

U3A BROADBEACH INC.

POSITION DESCRIPTION – WEBMASTER

The Webmaster is responsible for maintaining the U3A Broadbeach website and the management of the U3A Broadbeach membership program (Member Wizard) and other programs as appropriate. Duties include:

- Provide support and advice to the U3A Broadbeach Management Committee regarding digital technology and how it can be used to enhance operations
- Provide advice on system back up and file storage
- Ensure that any systems adopted meet appropriate standards in relation to policy and practice for privacy and security
- Make recommendations regarding technology equipment and software for administrative and digital learning purpose
- Purchase new equipment or software, as required
- Set up new equipment or software as required
- Provide technology support and training to office volunteers or committee members if required
- Conduct software and hardware audits to ensure software is up to date and equipment is maintained in good working order
- Ensure that at least one other person is proficient in the technical support required to maintain the U3A Broadbeach website and membership database. This person/ persons need not be a member(s) of the Management Committee.