

## TERMS OF REFERENCE

### WEBMASTER

*By default the Club's Webmaster is also the IT Officer (see the IT Officer's Terms of Reference). The committee may designate another committee member as the IT Officer if, for example, the Webmaster is not allowed by OUCS regulations to be the IT Officer.*

#### **General responsibilities**

The Webmaster is primarily responsible for the maintenance of the Club's website. This is the first point of contact with the Club for many people, as well as being a valuable source of information for current members, so it is important to keep it up to date and relevant. The Webmaster is also responsible for some other computer related matters.

The Webmaster should:

- Ensure up-to-date details of all the term's activities are available; initially this will be an exact copy of the termcard, but this will require updating when details change, new trips are added, etc. In particular, advertise details of trip availability and other important news items
- Ensure the photos section is kept up-to-date by getting people to send you or upload photos they have taken on trips and putting them up.
- Maintain information and resources related to the Club, e.g. membership prices, committee positions, club documents, leader information, ...
- Liaise with the IT Officer (if the IT Officer is not the same person!) to ensure that the University/OUCS regulations and guidelines are followed.  
(See: <http://www.oucs.ox.ac.uk/registration/clubs/sport.xml>)

#### **Suggested Timeline**

Straight after TGM:

- Get Club's University account password from the IT Officer if the Webmaster is allowed access to the Club's University account by OUCS regulations (see: <http://www.oucs.ox.ac.uk/registration/clubs/sport.xml>)
- Get passwords for the external hosting management interface, external hosting ftp and forum administrator account (the forum is not currently used) from the previous Webmaster and change them (once changed these passwords should not be stored as a file on a shared computer).
- The IT Officer should collect email addresses, Oxford usernames and studies from the new committee members (see the IT Officer's TOR) and give relevant information to the Webmaster for the @ouwc.org email forwarding and the committee webpage.
- Update @ouwc.org email forwarding addresses using the management interface for ouwc.org.

Soon after TGM:

- Update committee webpage with new post holders.
- Change the password giving access to the club's internal pages and inform the committee of the availability of the internal pages at <http://www.ouwc.org/internal/> .

- Update pages to reflect next term's activities, e.g. with draft program, or just list of trip destinations (don't leave last term's program up until the start of next term)
- Encourage every committee member who will need to send you documents for the website to download find out how to produce PDF documents and, if necessary, download a PDF converter and ask them to send you all documents for the website in PDF format as well as the original source (see [http://www.ouwc.org/how\\_to\\_pdf.shtml](http://www.ouwc.org/how_to_pdf.shtml)).

Before start of 0th week:

- Get the termcard from President and update the website with full details of weekend trips, minibus trips, local walks, social events, Free Tea, the TGM, the President's welcome and any other relevant details. It may be easier for the President to give you an electronic copy.
- Make a Free Tea page with details of how to sign up for trips, map of location, etc.

After the Trip Leaders' Meeting in 0th week:

- Find out which trips have places (and need drivers) and advertise these.

Every Monday:

- Move the previous weekend's activities from the top of the list on each page (using the tools on the internal page of the website).

Before TGM:

- Make a TGM page with agenda and details of motions (from the Secretary)
- Copy the term's program into the archives
- Put the minutes of all committee meetings on the Webmaster CD.
- List any outstanding tasks to pass on to the next Webmaster at [http://www.ouwc.org/internal/webmaster\\_to\\_do.shtml](http://www.ouwc.org/internal/webmaster_to_do.shtml)

Any time (but at least once a term):

- Encourage other committee members to give you up-to-date material for the site. E.g. Club documents (Sec/Trip&Safety), map lists (Archivist), equipment inventory (Quartermaster), terms of reference (all) and organiser/leader resources (including pub and accommodation guides) (Trip&Safety).
- Encourage the Trip and Safety Coordinator and Trip Organisers to keep you informed about places on their trips and drivers/leaders needed.
- Encourage all Club members to send you or upload photos, or links to photos, and put them on the website.
- Check links on links page, remove broken ones, add relevant new ones.
- Backup the website (including photos) to a CD.
- Update these Terms of Reference.

## Notes to keep in mind

From time to time it may not be possible for the club to find a Webmaster with programming skills. To allow for future Webmasters with limited experience, the website should only rely on static HTML pages (with ssi – server side include, see below). Static HTML pages can easily be maintained by a Webmaster who has no programming experience. Scripts (in PHP, Perl,...) can be used to generate these pages. This will ensure that the site can still easily be maintained in case one of these scripts breaks and the Webmaster is unable to fix it.

## **Technical details**

*(Not included in version of TOR for website)*

*Created by Dave Cocks, TT04*

*Updated by Christopher Thomas, HT06*

*Updated by Nicolas Delerue, HT07, TT08*

*Updated by Christopher Thomas, MT08, TT09, MT09*