OXFORD UNIVERSITY WALKING CLUB

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, terms of references, 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.

Suggested Timeline

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
- Get passwords for the external hosting management interface, external hosting ftp, Google Forms account from the previous Webmaster and change them (once changed these passwords should not be stored as a file on a shared computer).
- Ask for email addresses, college studies/department information, photo and short description of themselves from the new committee members (also see the IT Officer's TOR)
- Update the @ouwc.org email forwarding to both incoming and outgoing committee members

Soon after TGM:
- Put up a post announcing the new committee members
- Update committee webpage with new post holders, including and their photos and the short blurb about themselves

- 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)
- Remind committee members who will need to send you documents for the website to do so, especially preliminary information on trips

Before start of 0th week:
- Get the final termcard from President/T&S Co-ordinator 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
- If it makes things easier teach the relevant committee member (T&SC/Archivist/Social Rep) to put up posts themselves
- Update Free Tea page with details of when/where it is going to happen
- Update the booking form with new weekend and day trips

After the Trip Leaders' Meeting in 0th week:
- Find out which trips have places (and need drivers) and advertise these.

During term time every Monday:
- Update website promptly with any changes in trip details or documents
- For upcoming trips make the post 'Sticky' so it shows in the front page
- Remove 'Sticky'-ness of trips that have taken place

Before TGM:
- Update TGM page with agenda and details of motions (from the Secretary) and positions that need to be filled
- Make sure that all trips and committee details have been archived properly

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 your computer and to a USB drive
- Update your 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 continue to be based on a user-friendly publishing platform such as Wordpress. This will ensure that the site can still easily be maintained but do encourage them to learn HTML and Google scripts as this will benefit the maintenance of the website and flexibility in publishing items.

Updated by Natasha Ng, Webmaster HT16