

# **Torbay Rambling Club Committee**

## **Post: Webmaster**

### **Role**

The Webmaster is responsible for the maintenance of the Club's website and to provide IT support to committee members as and when required.

### **Tasks:**

- Keep the website software updated, currently a platform called WordPress.
- Investigate any bugs reported by users of the website.
- Make any website changes to static pages as agreed by the Committee.
- Publish details of future social events and reports on past events as requested by the Social Secretary.
- Enable walk coordinators to publish and maintain details of their walks to the website.
- Ensure recovery strategy is in place for the website.
- Ensure the website is compliant with UK GDPR principles.
- Ensure that all necessary steps are taken to protect the website from hacking threats.
- Act as the main technical contact for the website host (currently Krystalhosting.com).
- Liaise with the Treasurer to ensure the website hosting and domain renewal fees are paid on time.
- Report website issues and change proposals to committee meetings for discussion and approval.
- Report to the Committee on basic visitor statistics and other relevant information.
- Ensure a smooth transition to any future Webmaster role holder.