

## **Webmaster**

### **1. Purpose**

The core purpose of the Webmaster is to manage and maintain the Society's website and other electronic media (such a Facebook).

### **2. Duties**

The main duties of the Webmaster include:

- Updating and amending details on the Society's web pages;
- Maintaining links to other websites; and
- Promoting the use of e-communication by members.

This list is not exhaustive and the Webmaster will be required, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

### **3. Accountabilities**

The Webmaster will be ultimately responsible to the Membership of the Society.

On a day to day basis they are is accountable to the Secretary, Officers and other members of the Society Committee.

### **4. Working relationships**

The Webmaster will work directly with the Editor of the RAY, Secretary and Chairman.

### **5. Other notes**

The position of Webmaster is important in ensuring that the workings of the Society are readily communicated to members and a wider audience.