

Guidelines for the Webmaster

The generic email address for the Webmaster is: lm3awebmaster@gmail.com

Purpose

These guidelines are to be read in conjunction with our Website Policy and Guidance. Their purpose is to set parameters to assist the Webmaster in fulfilling our aim of communicating with our members and the public.

Where the guidelines do not cover particular circumstances or appear inappropriate the Webmaster should seek advice from a Committee member.

Our aim is to provide information, encouragement and engender inclusivity for our members and the public. Any member may submit an article for the Website. All content should be fair, decent, legal and not politically or religiously partisan.

Tools to be used

Our website is provided by Site Builder (see the note at the end about possible changes). This is created and run by u3a volunteers. It requires no programming knowledge. All information is uploaded through menu driven choices and simple input forms.

There are several help screens and tutorials.

The Webmaster is advised to read these before starting the role.

Role of the Webmaster

The Webmaster's role is to:

- ❖ Maintain the Website
 - Remove items that are out of date
 - Remove or repair links that are broken or no longer needed
 - Correct any errors with text, grammar etc
 - Add new information, pictures, files etc
 - Add and remove editors for Group pages
- ❖ Liaise with the Committee about content and layout to improve the appearance and impact of our Website for its stated purposes.
- ❖ Ensure that the content of the website fulfils the aims of Website Policy, complies with GDPR requirements and all other relevant policies.
- ❖ Supervise the content of Group pages that are edited by Group Leaders to ensure that they are fit to be seen by the public.
 - Does not have out of date content
 - Spelling, grammar and appearance is acceptable
 - Adheres to the aims of Website Policy, complies with GDPR requirements and all other relevant policies.
- ❖ Update the information on the Website from suitable sources, such as;
 - Items suggested by the Committee
 - News and reviews from Group Leaders or members
 - Our Events organizers
 - Local interesting activities and groups outside our u3a (but not commercial advertising).

Content Guidelines

See the document "Newsletter and Website Content".

Items for non-u3a activities that are considered likely to be of interest to our Members should appear on the Newlink Page and this page must have a prominent disclaimer with the effect that “u3a members participate in this activity as private individuals and not as u3a members See Policy on Involvement in Non-u3a Activities for further details”.

Note about our current Website provision.

At the time of the preparation of these guidelines our National u3a is working on a replacement for the website. When this becomes available parts of these guidelines may become obsolete or other guidance may be needed.

Authored: Malcolm Hemming 18/12/2023