

Web Committee

Job Description, May, 2018

This committee works on the design, content, and maintenance of the Meeting website, boulderfriendsmeeting.org, as well as promotion of the website. Duties include:

- Develop policies on management and use of the Meeting website
- Determine content and organization of the website
- Assure that the website effectively presents the Meeting to the general public
- Promote use of the website within the Meeting
- Encourage Meeting committees to add content to the website
- Determine the need for revisions, upgrades, and security provisions
- Set priorities and timing for the work flow
- Oversee technical development
- Coordinate with *Miscellany* Editor as needed

It is recommended that the committee have about 6 members, including the Webmaster, and a Web developer or technical advisor who has expertise in using WordPress. A member of Ministry & Worship should serve as liaison to the Web committee to provide editorial advice in accordance with existing approved Web guidelines.

General Web Committe Members

Update content of the website as needed. This includes:

- Managing website content with guidance from the Web Advisory Committee
- Updating the calendar
- Facilitating creation and editing of pages and posts, including assisting other committees with their content
- Answering questions and responding to requests from Committee and General Meeting Members

Webmaster Job Description

The webmaster manages the following aspects of the web site to keep it up and running and functioning the way the Web Committee directs.

Typical duties include:

- Receiving and responding to email to webmaster@boulderfriendsmeeting.org
- Answering questions and responding to requests from Committee and General Meeting Members
- Updating website platform and plugins as needed

- Advising the committee on technical aspects of the website
- Receiving technical assistance and guidance from a web developer as needed
- Assisting with adding content to the website

Web Developer Job Description

The web developer manages the following aspects of the web site to keep it up and running and functioning the way the Web Committee directs.

Typical duties include:

- Advising the committee on technical aspects of the website
- Updating the website as needed for new functionality and to replace and/or add plugins when needed
- Fixing technical problems that come up, including website crashes and other website malfunctions
- Re-designing the website when needed
- Assisting the webmaster with updating website platform and plugins when needed
- Assisting with adding content to the website
- Answering questions and responding to requests from Committee and General Meeting Members