

Web Committee

Job Description, March, 2021

This committee manages the Meeting's website, www.boulderfriendsmeeting.org, and its Zoom account, keeping them up-to-date, relevant, and useful for our Meeting and the larger community. We encourage other committees and Friends to submit information, photos, and art works for inclusion on the website. Our blog page encourages sharing of ideas and opinions. A password-protected section of the website provides a secure space for sharing sensitive information. Our Zoom account provides online video conference capabilities for groups within the Meeting.

Web Committee responsibilities:

- Develop policies on management and use of the Meeting website, ensuring that the website effectively presents the Meeting to the general public;
- Determine design, content, and organization of the website;
- Coordinate with other Meeting publications (e.g. *Miscellany* and *Bulletin*);
- Manage the Meeting Zoom account;
- Provide occasional training to Friends on use of the website and Zoom account;
- Seek technical assistance and guidance from web professionals as needed*.

Committee members share the following duties:

- Adding content to the website as needed,
- Providing timely information that is updated regularly (e.g. announcements, calendars),
- Promoting use of the website within the Meeting.

One committee member serves as **Webmaster**, with the following functions:

- Receiving and responding to email to webmaster@boulderfriendsmeeting.org or forwarding this email as needed,
- Answering questions and responding to requests from the Meeting.

One committee member performs **Technical Support** tasks for the website:

- Updating website platform and plugins, as needed;
- Fixing technical problems that come up, such as website crashes or malfunctions;
- Determining the need for revisions, upgrades, and security provisions.

*A member of Boulder Meeting, Judi Dressler (<https://www.sitesandbeyond.com>), is a professional web developer who donates her services to the Meeting and provides web hosting service for our WordPress website. Judi plays a crucial role in troubleshooting technical problems that come up, including website crashes and other website malfunctions, and investigating internet problems.