Tech Jobs, Committee, Individual and Team *draft*
(February 7, 2024)

Tech Committee (There is no current committee with these functions, but Web Committee has been managing many of them)

Typical duties include:
- Overseeing and coordinating all of the individual and tech jobs
- Determining BFMs tech goals and capabilities and bringing them to business meeting

Webmaster Job Description (was Mary Downton and Margaret Wallace in 2023)

The webmaster manages the following aspects of the web site to keep it up and running and functioning the way the Web/Tech 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
- Checking Google Analytics about the website

Web Developer Job Description (Judi Dressler filling in)

This could all be part of the Webmaster job. We split it out because no one on our Web Committee had the knowledge to do these jobs, and Judi was willing to help fill that void temporarily.

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

Social Media Team (currently Austin Lear, Mena Focken, Gale Toko-Ross, Margaret Wallace)

Typical duties include:

- Working as a team to post on Facebook
- Coordinating with the team and the meeting to make sure the posts represent Boulder Friends Meeting
- Following social media analytics and reporting back to BFM
- Managing targeted advertising

Zoom Coordinator (currently Margaret Wallace)

Typical duties include:

- event scheduling
- Zoom-hosting training
- helping Friends plan and run hybrid meetings and program hours, including meeting for worship, program hours, spiritual journeys, and memorial services (currently Judi Dressler, Bill Moninger, Margaret

Wallace, Rebecca Morris, Greg Shubert, and many other Friends)

- Zoom and AV Volunteer Scheduler (currently Judi Dressler and Chris Braider who is stepping down): finding volunteers and keeping track of volunteer schedule for hybrid worship

Communications Manager (currently Margaret Wallace)
Typical duties include:

- Posting events on BFM calendar
- Posting Announcements on website
- Compiling and emailing the *Friday Bulletin*
- Could include the *Miscellany* in the future