



Paisley and District u3a – EC Role Descriptor

Webmaster

Key Role

To effectively manage and maintain the website of Paisley and District u3a, thus providing a vital information, reference and promotional resource for members and the general public.

Specific elements

- Ensure website operations comply with Trust guidance and legal regulations.
- Respond to required updates to the website pages.
- Ensure content is accurate, current and securely archived.
- Liaise with Trust specialists to resolve any technical concerns.
- Support Chair and Committee Members with regular reports on website activity.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities.

u3a	Paisley and District u3a
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Approved by Executive Committee	
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