

Westmount Historical Association

Role: Webmaster

Summary:

The Webmaster maintains the website and the office computer. The incumbent collaborates with the President, the Archivist, and the office volunteers to ensure everything is up to date.

Responsibilities:

- Maintains the website:
 - Home page – add and delete items “In the News”, add cover and brief description of new newsletter when it appears
 - About Page – list new board of directors after AGM election
 - Newsletter page – add cover of latest Newsletter and allow downloading of the one published a year previously, save electronic version of latest newsletter for when it becomes available online. Add updates to Newsletter index as when available.
 - Events Page– add descriptions and posters as they become available, remove and relocate after events take place.
 - Photo Page - Put together text and photos for new photo galleries
 - Links - Check periodically to ensure they still work
 - Photos – resize all photos and posters with Photoshop to fit designated locations on various webpages
- Updates text or modify headings on existing web pages as needed
- Scans photos not already in electronic form for inclusion on the webpage
- Participates in meetings with Website Committee to discuss modifications/additions
- Makes recommendations to the board for the website.

Computer-related tasks not connected to Website:

Sends email reminders of lectures and other events to the membership

Keeps email distribution list up to date as members come and go

Distributes other electronic materials (newsletters, self-guided tours, etc.) to the membership

Double checks donations with membership secretary at end of calendar year

Fills in donation receipts and produces labeled envelopes for mailing

Skills needed for the role:

- Computer skills: Ability to understand and follow directions from web programmer on making regular changes and updates. Some knowledge of graphic file formats, HTML and possibly WordPress an asset.
- Knowledge of Word and Excel
- Familiarity with using Dropbox for storing shared files.
- Must be able to work autonomously and as part of a team