

WCOS Webmaster

job description

1. Maintain continuity of ownership of the domain (wcoss.org.uk)
2. Maintain continuity of service for the website and email servers
3. Maintain the website, accepting input from (inter alia) chair & secretary
4. Liaise with the online ticket company on technical aspects of ticket sales.¹
5. Maintain the mailing lists
 - a) society members
 - b) public
6. Maintain the anonymising email addresses (e.g. chair@wcoss.org.uk -> robin@an.ISP.net).²
7. Send emails to mailing list addresses as directed by (inter alia) chair & secretary.
8. Support the marketing officer on Twitter, Facebook and other social media accounts if necessary.³
9. Support the society in other online activity as agreed.

History

revised 14-Nov-2016

revised 13-Jan-2019 items changed: 4,6,8

¹ Managing the sale of tickets is now a distinct role.

² The anonymising email list is available elsewhere.

³ Posting to social media is under control of the marketing officer.