



WEBSITE OFFICER PROFILE

Responsible to: Lace Society Committee

Main purposes of Post: Renewal of the two domain names that the Society currently owns:
www.thelacesociety.org.uk
www.lacesociety.org.uk
Hosting server
Updating web site, Facebook and Twitter

Responsibilities:

- Hosting server: responsible for administration of the web site on the current hosting server. Also responsible for the payment of the monthly cost of hosting.
- Updating of website: responsible for developing new pages and for regularly updating the website with information including that provided by other Committee members.
- To carry out, support and assist another Committee member in creating or updating a page or pages that the other member has a particular interest in.
- To support the Editor in providing suitable patterns and articles for inclusion in the newsletter.
- To ensure access to newsletters is updated promptly.
- Security: to be responsible for ensuring that a regular copy of the website is secured in case of any problems.
- To provide reports to the Secretary for each committee meeting 3 weeks before the meeting date. These reports to be as Word documents and/or Excel spread sheets in agreed Lace Society format.
- To provide half yearly/annual petty cash accounts to the Treasurer for auditing.
- To carry out, under direction of the Chair, such suitable duties, as time to time decided by the Committee.

MJW January 2017