

## **WEBMASTER, HARBORD VILLAGE RESIDENTS' ASSOCIATION**

### **JOB DESCRIPTION**

Article 6a of the HVRA Constitution [*revision proposed Fall 2017*] names the Webmaster as one of the six Officers of the Board. The Webmaster is elected at the AGM for a one-year term. The Webmaster is also an *ex officio* member of the Communications Committee.

The HVRA Webmaster maintains the design and content of the public HVRA website, with support from other members of the Communications Committee and help from one or more assistant webmasters. Any assistant webmaster will also be a member of the Communications Committee.

The Webmaster will assist the Membership Secretary in managing the online Membership system and will work with the Board Secretary and Treasurer in maintaining Board records online as appropriate.

**NOTE:** The HVRA webmaster is not responsible for maintaining the Harbord Village History website.

**RESPONSIBILITIES** (supported by assistants and other members of the Communications Committee):

1. Maintaining website to provide both current information and archiving of HVRA activities, including listings of upcoming events, accurate Calendar and Contact pages, Board Minutes (monthly) and Newsletters (twice yearly)
2. Developing and maintaining substantial webpages to provide information about Board projects, including Board letters and reports
3. Communicating proactively with Board members and other HVRA leaders to obtain and shape site content
4. Providing a Board-Only area for password-protected access to Board records and templates
5. Maintaining and updating Board email accounts and forwards on server
6. Keeping site software and plugins updated, including those for Membership functions; monitoring site security through built-in settings
7. Monitoring reliability of HVRA online accounts and services
8. Providing or facilitating training, documentation, and support for assistant webmasters
9. Reporting regularly to the HVRA Board regarding website matters, including new site content, major updates, and usage patterns
10. Participating in new Board member orientation, ongoing training and mentoring as related to communications
11. Promoting and participating in community member engagement, development and activities.