



## Job Description – Honorary Webmaster

The Constitution states:-

### 7. GOVERNING BODY

The governing body (BDS Committee) of the British Dam Society shall consist of the following:

...

- (f) Such additional Honorary Officers as the Committee may appoint to assist in the administration of BDS, which shall include, but not be limited to, the Technical Secretary, the Editor of Dams and Reservoirs, the Chair of the Young Professionals and the Webmaster.

These Honorary Officers are selected by the BDS Committee, and do not have a fixed term of office – their tenure is terminated by mutual agreement or, exceptionally, by resolution of the BDS Committee.

### **The duties of the Honorary Webmaster are:**

No previous experience of web development or code writing is required to undertake this role.

#### ***Manage BDS Website***

- Ensure webpage content is reviewed, at a minimum annually, and updated by the assigned SOWG
- Peer review to ensure web content is accurate, concise and in plain English
- Create new webpages in the website hierarchal structure and add content and security protocols
- Set access permissions for SOWG groups and admin user group and update as committee members change
- Manage website data repository – ensuring folders and files are located correctly within the repository structure
- Trouble shoot and rectify webpage issues
- Liaise with BDS member's ref login issues/ change of email addresses, etc.
- Maintain news articles
- Maintain events calendar
- Add and issue newsletters
- Setup competition and event registration tools
- Liaise with Web developer to resolve technical issues with website operation or to discuss and agree functional upgrades and enhancements (subject to ratification of the cost by the committee)
- Provide support to committee member's, BDS Secretary and ICE membership services in relation to completing administration tasks on the BDS website.



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- Write “how to” user guides for the website administration functions and update them as functionality/ tools are added to the website
- Undertake other duties in relation to website development/ functionality enhancement/ content updates as requested in relation to events/ conferences/ seminars hosted by the BDS

## **General**

- Be familiar with the BDS constitution.
- Liaise as necessary with the BDS Secretary, an administrative post provided by ICE.
- Manage BDS website budget
  - Annually forecast website maintenance budget for next financial year
  - Submit paper for committee approval of annual website maintenance budget
  - Write paper(s) and submit for committee approval of web enhancement projects and release of required funds
  - Manage annual maintenance and web enhancement project budgets – report overspend/ underspend to committee/ Treasurer and discuss reasons
- Responsible for access control and passwords for BDS social media and webmail accounts
- Responsible for @britishdams email addresses – control access credentials and manage message forward credentials
- Owner of BDS LinkedIn group page – approve join requests, manage the group (LinkedIn profile required)
- Add content to BDS social media accounts
- Review and manage content posted on BDS social media accounts, ensure items posted are in accordance with the society’s rules, remove inappropriate posts.
- Undertake other duties as required to complete the task of the assigned SOWG
- Undertake other duties as required to assist other SOWGs complete their assigned tasks
- Undertake other duties as directed by executive committee