

Web Master – Job Description

JOB PURPOSE

Current: To update the Stratford page of the OHS site

Preferred / projected: To design and administer a local Society site

DUTIES and RESPONSIBILITIES

Uploading information about Society activities to the Stratford OHA page, monthly or as needed

Updating key Society information annually

AUTHORITY AND ACCOUNTABILITY

Holds the password for the OHA Stratford site

Information is updated in a timely manner

SKILLS KNOWLEDGE EXPERIENCE:

- Communication and editing skills
- Computer literate- web administration and design

Web Master – How To

The webmaster contacts the OHA webmaster or the District 10 webmaster for technical assistance. The OHA provides a training document and 1-1 training if needed.

Committee Chairs and Board members provide information regarding upcoming activities on an ongoing basis.

The Webmaster uploads this information to the OHA site on the Events Page as well as the Society site.

- Regular Meeting dates and topics
- Annual Meeting Agenda, report and Minutes
- Garden tour, plant sale, bus tours, garden shows.
- Newsletters are posted spring, summer and fall.

(Desired) To post the Agenda and Minutes for regular, annual, special meeting

The webmaster reaches out to the Board and Committee Chairs to receive updates.

- changes in Board contacts
- discount merchant names
- speaker schedule, meeting dates, special meetings.

The webmaster reminds members to check the website for information at meetings and with notices in the newsletter.

The webmaster may assist the Executive to navigate the OHA website for the purpose of updating annual reports required by the OHA.

