



COMMITTEE SUPPORT

State Website Administrator

January 2023

The **State Website Administrator** is a Network Support position and is not a **Committee member**. The Website Administrator liaises with the President and other delegated members of the Committee to load content and set-up the display of information to assist the Network's communication with Member U3A. The incumbent needs to have experience with the Wordpress content management system, or similar, coupled with a desire to learn new techniques as Wordpress is a continually evolving project.

The role of the State Website Administrator:

- To, on a needs basis, maintain the <https://nsw.u3anet.org.au/> website in a competent manner.
- To scan the site regularly to ensure the site is operating correctly and to monitor the receipt of auto-generated Email messages for problems or potential problems.
- Again, on a needs basis, to liaise with the Network's Contractor in the event of a technical difficulty arising with the website.
- To advise the Committee through the President of alternate or improved means of communicating the Network's message via the website.
- Liaise with a volunteer colleague, the Multisite Supervisor regarding issues of joint concern and, as needed, provide advice to the Committee if aspects of the service require attention.
- On an ad-hoc basis provide mentor support to the individual Web-Admins of websites using the *.u3anet.org.au service.



COMMITTEE SUPPORT

Multisite Supervisor

January 2023

The **Multisite Supervisor** is a Network Support position and is not a **Committee member**. The Multisite Supervisor will liaise with the State Website Administrator and the President with respect to the operation and the needs of the site holders using the Multisite service. The incumbent needs to have experience with the Wordpress content management system, or similar, coupled with a desire to learn new techniques as Wordpress is a continually evolving project.

The role of the Multisite Supervisor:

- To scan the 40 or so sites periodically with a view to offering assistance to individual site Web-Admins in the event they are having problems with the regular maintenance of their website.
- Provide contact support/liaison for Multisite web-admins.
- Again if a problem develops on the Multisite service liaise with the Network's Contractor with a view to solving the problem.
- To evaluate and if needed develop Zoom based training sessions for users of the Multisite service. Such initiatives may be conducted jointly with the State Website Administrator.
- Liaise with volunteer colleague, the State Website Administrator regarding issues of joint concern and, as needed, provide advice to the Committee if aspects of the service require attention.