

Midland Region Hockey Umpiring Association

Webmaster - Terms of Reference

- To maintain the association's website (www.mrhua.org.uk) in collaboration with the Web providers (Tex Solutions), the Websites overall webmaster and the webmasters of BCHUA, EMHUA and MYUG
- The post holder must be prepared to have a DBS check because of access to information relating to minors

Reporting Structure:

- The Webmaster reports to the Chairperson and the MRHUA Executive

General Responsibilities:

- The Webmaster is primarily responsible for the maintenance of the Association's website
- This post is the first point of contact for all problems or issues with the website or its content
- Content of the website should be kept up to date and relevant as it is an important and valuable source of information for current members and users
- Ensure that previous webmaster(s) do not retain access under that role once replaced (Passwords should not be stored on a shared computer or as a file)

Duties and Responsibilities:

1. To ensure that the information on the website is current and is being used and stored in line with GDPR regulations
2. To ensure annually that the minutes of the previous Annual General Meeting are posted to the Website, after ratification by the membership (this is responsibility of Association Secretary)
3. To recommend changes/enhancements in design to the Executive Committee
4. To recommend technical changes to the format of the website that enhances accessibility, usage and/or content to the Executive Committee
5. To liaise with the webmasters of BCHUA, EMHUA, MYUG and overall if required, with regard to changes and enhancements to the Associations' web pages, where this affects all Associations
6. Check, amend, update or change as required and agreed with Executive, all officer, member or specified user access rights
7. Ensure Website is backed up, secure and that the backup is readily available (this is responsibility of website host)
8. Update these Terms of Reference as and when necessary or required

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Notes for the Webmaster

Suggested Timelines:

Straight After AGM

- a. Change access rights for all officers who have changed roles with the Association
- b. Delete access rights for all officers who have left office with the Association as appropriate ensuring that there is support for new officers in vital roles who may need some assistance for the first few months of office
- c. Set up access rights for all new officers to the Association

Soon After AGM

- a. Ensure that the committee webpage is updated with new post holders (this is responsibility of Association Secretary)
- b. Ensure that the previous years' AGM minutes are loaded to the webpage (this is responsibility of Association Secretary)
- c. Ensure that the new diary items are loaded to the webpage (this is responsibility of Association Secretary)

Before Start of Season

- a. Load via spreadsheet Men's and Women's fixtures for new season through the website host provider
- b. Update, change and/or add new clubs, club details or information as requested or authorised by the clubs themselves

General Notes:

- Except in real emergency or total system breakdown, never carry out or agree to system updates or changes or enhancements without the sanction of the Executive Committee
- Ensure that BCHUA and EMHUA do not carry out system changes without first discussing or advising the Webmaster and that the changes they propose do not affect this Associations' web pages should we not require or desire them
- Ensure that all changes to data and upload of news items and handbook web pages, carried out by authorised officers are done so in a proper manner and that they do not affect or compromise other data in the system