



IMAPS-UK

Tel: 0131 202 9004

Email: secretariat@imaps.org.uk

Web: www.imaps.org.uk

Registered Charity: 801142

IMAPS-UK Webmaster Role Description:

This is a volunteer role fulfilled by a fully paid member of IMAPS-UK, elected as an “Ordinary Committee Member” at the AGM onto the Societies organising Committee, for a period of one year. The elected person must commit to the following responsibilities and report their activities to their fellow officers at the Societies Committee Meetings, which are held 4 times per year; travel and subsistence costs of attending the meetings can be re-charged to the Society at the individuals’ discretion.

Overview:

The IMAPS-UK website provides an overview of the Society and its activities to existing and prospective members, including: membership information, news & events, present officers & responsibilities, active call-for-papers and listings of Academic and Corporate members.

The website also provides an online distribution database (contact names and email addresses), template design and distribution capability, which the Society utilises for sending its newsletters and event announcements. There is also payment portal collecting fees for events, membership and other purchases as required.

IMAPS-UK is presently hosting its own web pages with external links to other Chapters. This site is hosted securely with the domain www.imaps.org.uk, with any European site forwarding to this address; it is the webmasters responsibility to ensure any inbound links from other IMAPS sites are correct.

The webmaster is also responsible for setting up and maintaining any email addresses associated with the domain.

The webmaster role requires no previous experience or coding skills as the IMAPS-UK website is maintained using a Wordpress site, where all pages etc., are modified as posts, or added using software that provide an editing environment similar to a simple version of Microsoft Word. A familiarity with basic website terminology would be helpful but is definitely not essential. Training and advice will also be available from the previous IMAPS-UK webmaster.

Responsibilities:

The following list, whilst not exhaustive, provides a comprehensive overview of the roles responsibilities, which focus on keeping the Societies website up-to-date, managing the online database, creating & distributing Newsletter & event templates and reporting to committee, including:

- Maintaining the Societies homepage (latest event announcements etc.)
- Adding the latest downloads to the relevant sections
- Managing event pages and adding new events (old events are automatically archived once complete)
- Maintaining up-to-date links to external sites (i.e. IMAPS-UK membership renewal site)
- Ensuring the officers & their roles are listed correctly
- Supporting the Secretariat in his/her day to day use of the site
- Maintaining the online database to add / remove contacts as required
- Modifying, simplifying or improving the site as agreed in committee etc.

- Report to committee website updates, analytics and table future changes for discussion
- Interface with the Treasurer to support requirements of online payment
- Monitor website performance
- Other website support as required
- Provide advice & assistance to the proceeding IMAPS-UK Webmaster