



COMMITTEE MEMBER JOB DESCRIPTION – WEBSITE ADMINISTRATOR

The Website Administrator is ultimately responsible for managing the Bedfordshire BusinessWomen website – www.beds-businesswomen.org - in collaboration with the President and the Committee, to ensure that it is kept up-to-date and reflects the activity of the network throughout the year.

The role includes:

1. General on-going content management, including amendments at the request of the committee.
2. Annual changes to reflect the start of a new Presidential year, in particular a new annual charity, changes to the committee, forthcoming events, and any amendments in membership fees and/or structure.
3. Event administration for monthly networks, including
 - Creation of an online events calendar, with dates, times and location of meetings; &
 - Creation of booking forms for each event.
4. Management of membership information, including
 - Maintenance of online membership application form, in partnership with the Membership Secretary; &
 - Ensuring all current members and their contact details are listed on the website.
5. Creation and maintenance of member profile pages, including
 - Emailing new members for information to populate member profile page;
 - Emailing renewing members for any changes to their member profile page; &
 - Amendments to member profile pages.
6. Uploading of blog posts, including text and images as and when required.
7. Ensuring the website is optimised for search engines and that WordPress and its plugins are kept up-to-date.
8. Domain management, including dealing with any issues relating to web hosting and the administration of BBW email addresses.

Other information

The website is built using the WordPress content management system, and utilises the following plugins to manage various functions:

- Aksimet
- All-in-One Event Calendar
- Meta Slider
- Visual Form Builder Pro
- Yoast SEO

ADDITIONAL DUTIES

As with all other committee members, the Website Administrator is expected to attend as many monthly BBW meetings as possible. She should also attend the formal events earlier than other members to assist with preparations, and stay behind to help pack up wherever possible.



All members have a role at the meetings which includes welcoming new members and introducing them to other BBW members. It is crucial that the meetings are inclusive and friendly but without becoming a social gathering. Ultimately BBW is about business networking.

All Committee Members also have a commitment to attend the monthly BBW committee meetings wherever possible.

THE ROLE OF THE WEBSITE ADMINISTRATOR

WHAT QUALITIES ARE NEEDED?

The Website Administrator should have:

- Adequate time to perform her role (approx 4-5 hours per month)
- Enthusiasm
- Good organisational skills
- Good communication skills
- Honesty and integrity
- A good eye for detail
- Confidence to resolve issues