



Approved by Committee 02/04/2026

## **Role of Website Editor**

The role of Website Editor is to maintain the Olton & District u3a website to provide information and news to the members of Olton & District u3a. The website is also the public face of Olton & District u3a and should contain appropriate information for non-members to view the activities of our u3a, so that they can decide whether they wish to join our group. It is essential that the information provided on the website is accurate and up to date.

The following lists the main functions of the Website Editor:

- Input details each month about upcoming events, contacting the Group Facilitators to obtain event details
- Liaise with the Events Diary editor to ensure that both the website and the events diary contain the same information
- Periodically, remove expired events
- Respond to requests from Interest Group Facilitators and officers of the committee to add or change information
- Respond to requests from all members of Olton & District u3a to amend incorrect or out of date information
- Upload photographs to the gallery
- Upload files relating to Olton & District u3a, e.g. membership renewal notices, policies, AGM details
- Periodically, check through the Website to ensure that the information displayed is up to date and accurate
- Ensure that members' personal details are not included in any of the posted information