Gloucestershire Area Quaker Meeting
Role Description

Website Coordinator

The purpose of the Area Meeting website is to provide:
> * up-to-date, clear and accurate information on the activities of the Area Meeting
>   and its constituent Local Meetings, including their location and contact details
> * links to information on the life of Quakers nationally and internationally
> * documents of use to our Area Meeting (open to anyone who visits the site), such
>   as role descriptions, learning resources and trustees' annual reports

Experience and qualities needed

Experience of the life and activities of Gloucestershire Area Meeting and commitment to Quaker principles of peace, equality and simplicity in communication.

Experience of website management is necessary, and familiarity with Wordpress would be helpful. The ability to present information attractively. Good networking skills.

The main responsibilities

1. Originating new content

This is the creative and most important element of the role. The coordinator will need to:
- maintain a knowledge of what is going on the Area Meeting and its constituent local meetings,
   to identify matters which could be reported or publicised on the website
- write material him/herself, or get someone else to do it
- present information in an attractive format
- promote the website in the Area Meeting as a useful tool for publicity and reporting
- review existing material on the site from time to time, e.g. pages on Quaker beliefs and history,
   details of local meetings.

2. Server management:

It would be possible for AM to hire a web professional to take on the server management and to be the (or an) admin user of the website. This responsibility entails:
- arranging (with AM treasurer) to pay annual bills for web hosting and for maintaining
   registration of the website domain name
- occasional technical interventions to keep the website running smoothly
- maintenance or other tasks relating to the databases (MySQL) associated with the site.

2. Website management

The website runs on Wordpress. As its administrative user, the coordinator
- creates new pages, posts and events, sometimes edits existing ones, (uploading images or other
   media files to the site from a home computer)
- occasionally changes the structure of the menus or the appearance of the site; updates the
   version of Wordpress running on the site; or add, activate or de-activate plug-ins
- creates new roles if needed so that others can create or edit posts, pages and events on the site

Support and learning

The Area Meeting clerk can help keep the website coordinator informed of events and reports which may be suitable for posting on the website. The website coordinator may wish to establish a network of links in local meetings.

There is a large body of tutorial and help material on the internet for the technical aspects of the role. The official Wordpress site is: https://wordpress.org/support/article/wordpress-lessons/

October 2019