



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE ASSISTANT WEBMASTER

The WFP Assistant Webmaster is a volunteer of ACT Walking for Pleasure Inc. (the Club).

The Assistant Webmaster is asked to assist the Webmaster.

Primary duties and responsibilities:

- Upload photographs suitable for inclusion in the Photo Gallery pages of our website. The last ten photos are displayed in a slide-show on the Home page.
- Provide assistance to the Webmaster as requested.
- MailChimp email distribution system. Send emails to subscribers when approved by a member of the committee.
- Liaise with the website designer – Grant Heggie at grant@grantheggie.com – about website or CMS bugs or improvements.

Knowledge and skills required:

Ideally the Webpage Assistant is someone who:

- Has very good communication skills
- Is well organized
- Has a competent level of computing skills

Estimated time commitment required:

Approximately 1 hour per week.

This information is correct as at August 2022.