

Webmaster

Role outline.

To develop, enhance & maintain the Christchurch U3A website.

To ensure domain name registration and hosting fees are paid when due (& reclaim costs from U3A).

To be the named representative and point of contact with the web hosting company.

Brief description of site and technology used.

The main aspects of the site are:

1. The pages accessed by members and casual visitors to the site. These include an introduction, information about groups, coming events, photo galleries and the Magazine.
2. A members only set of pages (secured by email address and membership number). This gives access to a hierarchy of menus based on the member's status –
 1. general member – general information including term dates, roles, committee minutes, National U3A advice sheets and venues information.
 2. group leader – access to a set of tools to assist GL's in carrying out their functions
 3. committee member – access to tools that assist committee members carry out their responsibilities.

The site makes extensive use of a MySQL database to hold variable information that is incorporated into webpages dynamically. A (MySQL) table management utility has been developed to enable non-technical committee members to keep information for which they are responsible up-to-date.

The languages used are HTML, javascript (including jQuery) and PHP. Most of the code has been 'home developed' and there is some use of free 'packaged' code downloaded from various sources.

The site has been developed to minimise the amount of day-to-day maintenance by the Webmaster.