



The Armourers' Association

Web Site Administrator Job Description

The web site shall be known as **The Armourers' Association Web Site** and is to be used to keep the membership informed and up to date with Association activities. The web site also acts as an online Archive for documents, photographs and memorabilia of the Association.

1. Web Site Administrator

- a. The web site shall only be administered by a member of the Armourers' Association, whom, if not already a committee member shall automatically be appointed to the committee and hereinafter be referred to as **admin**.
- b. Admin is responsible for ensuring that the Association web site is informative and engaging to the membership. Admin may from time to time engage other members to act as Authors and/or Editors on the web site using the appropriate permissions and passwords.
- c. Admin or an appropriate designate approved by the committee shall act as the web site moderator in all matters concerning the web site content and submissions from members

2. Web Site Host

- a. Admin is responsible for ensuring that the web site is able to reach as wide an audience as possible. The web site should be hosted by one of the popular hosts to allow the web site to take advantage of their knowledge, experience and security. The host's web site package should be appropriate to the needs of the Association. Funding for this is detailed below in section 6.

3. Web Site

- a. Admin is responsible for designing/producing the web pages. Admin should use an appropriate Content Management System (CMS) rather than dedicated software as this is considered a more cost effective solution. CMS that may be considered are:
 - (1) Wordpress
 - (2) Joomla
 - (3) Drupal
- b. The choice of host may determine which CMS is used for the web site.

4. Domain Name

- a. The current domain name is: **ukarmourers.org.uk** which is subject to a fee, normally paid in conjunction with the host's fee, see section (6) below. The domain name may only be changed with the agreement of the committee.

5. Email Addresses

- a. The choice of host and package will determine the availability of email addresses, but at a minimum each committee member shall have the following email address:

President:	president@“domainname”*
Chairman:	chairman@“domainname”
Vice-Chairman:	vchairman@“domainname”
Treasurer:	treasurer@“domainname”
Secretary:	secretary@“domainname”
Admin:	admin@“domainname”

*Substitute the Association domain name for “domainname”

6. Funding

- a. Admin shall be the interface to the host and shall ensure a cost effective package that suits the needs of the Association. Should the needs change then the type of package shall reflect those needs.
- b. The package will incur a fee (monthly or annual) and normally includes the domain name as well.
- c. Payment for the web site package shall be the responsibility of Admin. Funding for this shall be agreed through the committee as well as the method of payment, which can be either payment through the Association accounts or reimbursement through expenses.

7. Security

- a. The web site shall be protected by passwords which are at least 9 characters long, random and must include the following:
 - (1) Upper and lower case letters
 - (2) Numbers
 - (3) Special characters e.g. * & - @ unless they are not allowed.
- b. The main password to access the web site shall be known to Admin and the Chairman. When posts change the password must be changed as well.
- c. The web site shall contain the following to explain how the web site may be used:
 - (1) Terms of Use*

(2) Disclaimer*

(3) Copyright*

* The web site host sometimes provides templates for the above, but suitable examples may be found by searching the web.

d. To ensure privacy and protection of the web site the internet protocol Hypertext Transfer Protocol Secure (https)* shall be used. This will be provided by the host, but may need to be activated separately and will also include encryption using Transport Layer Security (TLS)*.

* These protocols are subject to change as they evolve and the latest versions should be used.

8. General Data Protection Rules (GDPR)

a. As an Association we have not been subjected to the full impact of GDPR, but have embraced the 'Spirit' of GDPR and have written our own rules for this. These should be followed and clearly shown on the web site. They should be monitored regularly and updated as necessary.

9. Web Site Content

a. The number of pages on the web site is dependent on the type of package purchased, as a minimum the following pages should be included:

(1) Home Page

(2) Membership

(3) About Page

(4) Events Page

(5) Shop Page

b. Package permitting as much information about the Association as possible should be included and pages such as History, Galleries, Blog, Links, Obituaries etc. should be considered.

10. Closure

a. In addition to the closure procedure contained in paragraph 13 of the Armourers' Association main rules, Admin shall take the necessary steps to close the web site and clear any outstanding debts with the host.

b. The copyright for all images, documentation and memorabilia owned by the Association shall be given to the REME Museum.

c. Admin shall meet with the committee in accordance with paragraph 13 of the Armourers' Association main rules.