



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

HMS COLLINGWOOD OFFICERS' ASSOCIATION COMMITTEE MEMBERS JOB DESCRIPTION

COMMITTEE MEMBERS POSITION: OA WEBMASTER

PRIMARY RESPONSIBILITY:

- a. For creating and maintaining the OA Website.
- b. Responding to the day-to-day demands of members and non-members contacting the Association via the website.

PRINCIPLE TASKING:

- a. Manage web hosting services.
- b. Create and maintain OA websites.
- c. Allocate and Administer email addresses.
- d. Respond to enquiries from the public.
- e. Create simple web applications.
- f. Provide reports to the OA Committee meetings and attend as required.
- g. Attend the OA AGM.
- h. Maintain "Back-ups" of OA websites and Data whilst adhering to Data Protection legislation.

COMMITMENT: 100 hours per year.