



## Local 002 Webmaster

The webmaster:

1. Maintains the website structure and organization including organizing document and image directories and deleting unused files.
2. Creates and updates the various Local 002 web pages.
3. Posts reports from council meetings.
4. Posts various minutes, newsletters and articles submitted by chapters, committee members and local executive.
5. Conducts regular maintenance, including:
  - a. updating the home page (and other pages as needed)
  - b. deleting outdated content and adding current information as required
  - c. looking for and fixing errors and repairing broken links
  - d. ensuring that pages are correctly formatted, and other basic upkeep (basic knowledge of html is needed)
6. Maintains the calendar on the home page with information provided by the Local.

Webmaster also:

7. Subscribes to Formstack for the Local's forms (annual subscription is reimbursed). Current subscription is for a maximum of 20 forms.
8. Develops and maintains forms for the Local, including:
  - a. Time off requests
  - b. Bursary applications
  - c. Contact us forms
  - d. Meeting rsvps
9. Provides formstack reports in pdf or excel spreadsheet format as needed.
10. Subscribes to SurveyMonkey (subscription is reimbursed).
11. Works with local, chapters and committees in developing and reporting on surveys. One example is the Local 002 Worksite Survey. Some knowledge of survey methodology is helpful.

Local website: <http://local002.aupe.ca/>

Formstack: <http://www.formstack.com/>

SurveyMonkey: <https://www.surveymonkey.com/>

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