

## **WEBSITE COMMITTEE – Content Manager & Webmaster**

**BRIEF DESCRIPTION:** Webmaster: To create, update and maintain the PTSA website to either reside on or link to the official LWSD school website, providing RSAR student families with current PTSA information and access to various National, State and local PTSA programs. Must be trained on the LWSD website administration. Content Manager(s): keep the content on the website up to date by using Raven Review, LWSD calendar, teacher's emails and schedules (for Performances, Talent Show, etc.), emails. Use the RSAR Families on Facebook to point to information on the website.

**NUMBER OF VOLUNTEERS NEEDED:** Two to three; 1 – webmaster, 1 or 2 Content Manager(s)

**TIMELINE:** VARIES THROUGHOUT THE SCHOOLYEAR

**HOURS:** Flexible – Evenings and weekends. Busiest times are at the beginning of the school year and just before/after major school activities such as Outdoor Education Camp. After PTSA website launch less time needed to maintain site and provide periodic updates.

**BUDGET: YES** - Cost of annual maintenance for the website is written into the budget. ANY UNEXPECTED NEEDS MUST RECEIVE PRIOR APPROVAL FROM THE PTSA BOARD.

**RESPONSIBLE TO:** PTSA Board of Directors for the RSAR-PTSA.org/schoolpages website; the teachers and administration for the website residing on LWSD site.

**BENEFITS:** Supports students and families for RSAR. Fulfills student family volunteer requirement.

### **DESCRIPTION:**

- Maintain PTSA website residing on or linking to the LWSD school website.
- Collaborate with PTSA board regarding information.
- Need a basic knowledge of website writing, proofreading and editing skills, and helpful to have an understanding of SharePoint environment.

### **DETAILS:**

- Maintain PTSA website residing on or linking to the LWSD school website.
- Work with PTSA board to input pertinent information.
- Update website information in a timely manner.
- Set guidelines
- Coordinate with PTSA regarding website host
  - a. If PTSA site is to reside on official LWSD school website, LWSD resources may not be used to advocate a specific position. Website content must be within parameters of LWSD regulations.
  - b. Keep domain name and hosting current.
- Need a basic knowledge of website writing, proofreading and editing skills, and helpful to have an understanding of SharePoint environment