



# Terms of Reference Webmaster

## WEBMASTER OF THE N-GAUGE SOCIETY

Date of Formulation; 1<sup>st</sup> January 2024

Date of Review; Annually in April

<b>POSITION</b>	VOLUNTEER and Committee Member
<b>ROLE</b>	Webmaster
<b>QUALIFICATIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1. IT Proficient (MS Office Word, Excel, Email &amp; One Drive) where appropriate</li><li>2. Ability to implement a good website design (see description below)</li><li>3. Proficient in WordPress and other Web Publishing software (if applicable)</li><li>4. Basic understanding of Microsoft Exchange email system</li><li>5. General IT aptitude</li></ol>
<b>RESPONSIBLE TO</b>	The Chairman for the provision of Website Services and Advice
<b>PURPOSE</b>	<ol style="list-style-type: none"><li>1. Control, administer and maintain NGS email system.</li><li>2. Control, administer and maintain the NGS domain by the hosting provider.</li><li>3. Control, administer and maintain the NGS One Drive account.</li><li>4. Control, administer and maintain the NGS website on a weekly basis.</li><li>5. Design, build and amend the NGS website as required.</li><li>6. Has full editorial control of the website</li><li>7. Establish design criteria for web pages which other authors adhere to.</li><li>8. Works in consort with the Data Protection advisor to ensure we operate IAW the current guidelines.</li></ol>
<b>AUTHORITY</b>	Is authorised to: <ol style="list-style-type: none"><li>1. Make minor amendments to the website design without reference to the committee (full redesigns of website services must be approved at committee level).</li><li>2. Add plugins as required to maintain website efficiency.</li><li>3. Purchase new facilities with the agreement of the Treasurer.</li></ol>
<b>SECONDARY ROLES</b>	
<b>TERM OF OFFICE</b>	<ol style="list-style-type: none"><li>1. The incumbent by default must be a current member of the N-Gauge Society.</li><li>2. This is a voluntary post with no fixed term of office.</li></ol>

Good website design is essential for creating a positive user experience. Here are some key principles to keep in mind when designing a website:

1. Simplicity: A simple design is easy to navigate and helps users find what they're looking for quickly. Avoid clutter and unnecessary elements that can distract users from the main content.
2. Consistency: Consistency in design helps users understand how to navigate your website. Use the same fonts, colours, and styles throughout your website to create a cohesive look and feel.
3. Typography and readability: Use fonts that are easy to read and make sure there is enough contrast between the text and the background. Avoid using too many different fonts or font sizes.
4. Responsive and mobile-friendly: Your website should be optimized for all devices, including desktops, laptops, tablets, and smartphones. Make sure your website is easy to use on smaller screens.
5. Colour palette and imagery: Choose a color palette that reflects your brand and use images that are relevant to your content. Make sure your images are optimized for the web to ensure fast loading times.
6. Fast loading: Users expect websites to load quickly. Optimize your images and use a content delivery network (CDN) to ensure fast loading times.
7. Easy navigation: Make sure your website is easy to navigate. Use clear and concise labels for your menu items and make sure your website structure is logical.
8. Communication: Your website should communicate your message clearly and effectively. Use clear and concise language and make sure your content is easy to read.

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