



## AFHB Webmaster (Draft copy)

1. Keep the website up to date with the latest events of the Association. This could include making graphics for ads.
2. Help with other committee members post photos and French things on Facebook. You will need to be made an Administrator.
3. Pay the annual webhosting fee with **Flexihost** in Christchurch for all three domain names: afhb, associationfrancaise-hawesbay and frenchassociation-hawkesbay
4. Maintain the email through **Flexihost's** Control Panel. This includes occasionally emptying email contents from all accounts, making sure people's emails are included in the Forwarders section. You need to also make sure that there are only 15 email addresses for each of our three domain names. People can access their email without using their own.
5. Pay Weebly's annual fee for having the website on their interface. The benefit we have is that it is easy to make a page and it looks professional.
6. Help the secretary with messages. Some of the graphics can be used and uploaded for the Secretary in Mailchimp. Mailchimp is a free group email. Weebly is looking at offering this service as well but is paying.