

## **IT Manager**

1. To promote and support the DBKA and its members in achieving its aims and objectives.
2. You shall be a DBKA Officer and a member of the DBKA Executive Council (EC).
3. You shall arrange to pay annually to Wiser Hosting of Totnes the webhosting fee.
4. You shall arrange to pay for and re-register, bi-annually the domain names of Devonbeekeepers.org.uk (the current active name), and Devonbeekeepers.co.uk (purchased to stop others using the name).
5. You shall respond to website enquiries if of a general nature, otherwise forward to the Gen. Sec for action
6. You shall keep the website current, particularly on a monthly basis with the update of the Branch Diaries.
7. You shall add pages as requested to advertise forthcoming events throughout the County.
8. You shall maintain the "For Sale" and "Wanted" pages.
9. You shall publish any articles that may be submitted, but if of a controversial nature to obtain the Executive Council's consent prior to publication.
10. You shall add monthly a PDF file of the "BEEKEEPING" magazine obtainable from the magazine's editor.
11. You shall report to the DBKA Executive Meeting on actions occurring on the web site as and when requested.

### **Notes:**

The website is written using Wordpress software  
Hosted by Wiser Hosting of Totnes *www.wiserhosting.com*  
01803 840700  
*support@wiserhosting.com*