Western Australian Photographic Federation (WAPF)

Webmaster – Job Description

Position Type: Volunteer
Reports to: WAPF Executive Committee
Works closely with: WAPF Management Committee

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1. Purpose of the Role

The Webmaster is responsible for maintaining, updating, and improving the WAPF website and email systems to ensure it remains accurate, secure, user-friendly, and reflective of the Federation's activities. The role supports communication across WA's photographic community by ensuring information is accessible, timely, and well-presented.

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2. Key Responsibilities

Website Maintenance & Content Management

- Update website content including news, events, competitions, results, documents, and resources.
- Ensure all information is current, accurate, and aligned with WAPF communications.
- Upload newsletters, policies, and other official documents.
- Maintain consistency in formatting, style, and navigation.

Technical Administration

- Manage website structure, menus, and page layouts.
- Monitor site performance, uptime, and loading speed.
- Ensure plugins, themes, and CMS components are updated (e.g., WordPress, Joomla, or other platforms used by WAPF).
- Maintain backups and coordinate with hosting providers when required.
- Set up and manage the OneDrive folders as required by the committee
- Set up and manage the @wapf.org.au emails

Security & Compliance

- Implement and monitor basic security measures (passwords, updates, spam protection).
- Ensure compliance with privacy requirements.
- Manage user accounts and access permissions for committee members.

Support for WAPF Activities

- Create and update pages for annual events such as PhotoWest, PrintWest
- Assist competition coordinator/s with online entry forms, galleries, and results publication.
- Support affiliated clubs by publishing relevant announcements or resources.

Communication & Collaboration

- Work with the Secretary and President to publish official notices and announcements.
- Liaise with committee members to gather content and ensure timely updates.
- Provide guidance to committee members on how to supply web-ready content.

Other

- Attend and contribute to WAPF monthly committee meetings
- Represent the WAPF at events as required

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3. Skills & Attributes

Essential

- Competence with website content management systems (e.g., WordPress).
- Ability to edit and format text, images, and documents for web use.
- Strong attention to detail and commitment to accuracy.
- Good communication skills and ability to work collaboratively.
- Organised, reliable, and able to meet reasonable deadlines.

Desirable

- Good understanding of Wordpress/HTML/CSS.
- Experience with image optimisation and gallery management.
- Familiarity with photographic organisations or club structures.
- Interest in photography or the photographic community.

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4. Time Commitment

- Approximately 1–3 hours per week, depending on activity levels.
- Additional time during major events or competition seasons.

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5. Term of Appointment

- Typically aligned with the WAPF committee year, with the option to continue.
- Handover support provided to incoming Webmaster.

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6. Impact of the Role

The Webmaster plays a central part in how the Federation communicates with its members and the public. A well-maintained website strengthens WAPF's reputation, supports clubs, and enhances engagement across the photographic community.