

FODARA Webmaster Job Description

With security clearance from De Anza College, keep the FODARA website updated.

Add Scholarship winners' essays annually which come from the Foundation.

Post After-Words Newsletter 5 times annually from AW Editor (serve as proofreader).

Keep Board and Committees page updated as volunteers change.

Add In Memoriam names when notified by a reliable source.

Keep Calendar updated with annual events, post RSVPs, links to videos, minutes etc.

Keep Pictures and Photos updated after each event collecting photos from others and resizing to fit onto page, editing to represent the event.

Occasionally, update sub pages with current information.

Some training provided by current incumbent and one currently employed FHDA staff member, a Web Support Technician, provides occasional trouble shooting.

FODARA Listserv Administrator Job Description

Find and select a listserv software product you like. We currently use SendGrid, which could be used again, but with a new account and new setup by the new volunteer. We currently have just over 1,000 emails, with about half showing activity, and send about 20 emails per year. No ongoing district technical support is provided.

When After-Words newsletter is ready, be sure it is posted on the website, and compose an email notifying folks of the link and any other info you'd like to highlight. If an event is featured, be sure RSVP is also posted. Send out in a timely manner.

Compose reminder emails for event RSVPs and send out in a timely manner.

Occasionally, compose and send out an email of a special event, such as a memorial service, benefit related items due, etc.

Provide credit card information for service fees approved by the Board to be reimbursed by treasurer.

Respond to questions from FODARA members who write back on the listserv.

Add new member emails to the listserv. Check to verify that an email is included in our listserv if somebody claims non-receipt.

Occasionally, download a CSV file into Excel or other for safekeeping in case of software failure.

Occasionally, coordinate location of a retiree with District Benefits Office.