

Position Description

Salty Sisters Webmaster(s)

(Updated August 2026)

Summary: The Salty Sisters Webmaster is responsible for **building and maintaining** the website www.saltysisters.org which represents our organization on the Internet. The Webmaster also has a responsibility for management of our organization's email communications.

WEBSITE RESPONSIBILITIES:

Website Setup and Structure

Our current website version was developed using **Wix** platform. At present Webmaster and Co-Webmaster have access to the development site. However we have several additional roles available to log in to Wix, such as membership recruitment, Board reports etc.

The website includes two *Contact Forms*

- Form where viewers of our website can use to contact us
- Form to contact Membership

Both forms forward to our general mailbox: saltysistersdistributionlist@gmail.com

Our proprietary domain saltysisters.org is registered at GoDaddy.

Our domain includes **email** names: captain@saltysisters.org and information@saltysisters.org. which are registered with Google to avoid being labeled as spam. Both forward to our general mailbox: saltysistersdistributionlist@gmail.com

Platform for sending email blasts is **MailerLite**. We have a free account; it only allows one login name. Webmaster and Co-webmaster share that.

Website Maintenance

The following summarizes the regular tasks performed:

- Updating the information on the site. The most obvious example of this is the weekly upload of the latest **Newsletter** and maintenance update of the **Newsletter Archives**. Other examples include the listings of Board members and Committee Chairs (and associated images). Selected new online forms are also added. Posting of changes to Handbook sections and any other material requested by the Board or any other authorized SS member.
- Note that the **Membership** web page provides information on qualifications and procedural steps

required to become a Salty Sister. Content is provided by the Membership Committee.

- Correcting errors identified on the site. This includes minor issues such as spelling, content errors or functional errors, such as broken links.
- Minor development projects, such as creation of new Pages to address new or additional information needs. Examples include:
 - Creating a new Newsletter Archive page every year
 - Replacing Calendar page each year
- Maintaining the security of the site is provided by Wix and included in our plan
- Recurring costs for our website are set up on auto-renewal.

EMAIL COMMUNICATIONS RESPONSIBILITIES:

The following summarizes the regular communication tasks performed:

- Maintenance of the SS Email Distribution List (Contacts) to include adding new members, removing names of those who are no longer members, and updating changes to email addresses, etc.
- Sending of notifications to the SS membership through MailerLite. Email notifications include:
 - Weekly routine notification of the availability of the latest Newsletter
 - Weekly Lunch reminders
 - Other ad hoc notifications as requested or approved by Salty Officers.
- Assisting members who are having issues with receipt of Email from Salty Sisters.