BCS IRMA Standard Operating Procedure (SOP)

Webmaster
Effective Date: 24th May 2022

The Webmaster role comprises the following activities:

1) Monitoring and maintaining the BCS IRMA website which is achieved by working with the BCS Web Team via the BCS Member Groups team (groups@hq.bcs.org.uk) to keep the site up-to-date and accurate.

2) Collating and proofing material for posting to the website prior to sending to the BCS Member Groups team.

3) Ensuring that appropriate Intellectual Property and Copyright laws are complied with for all material on the site.

4) Where necessary posting Management Committee meeting minutes, AGM notes, Risk Registers, SOPs, Declarations of Interest and any other appropriate material to the site.

5) Ensuring that documents have been uploaded correctly by the BCS web team.

6) Acting as the point of contact for anyone wishing to post material on the site.

7) Managing and maintaining the public and secure areas of the BCS IRMA website to ensure that it is up-to-date by reviewing all content on a quarterly basis. Note that details of events are uploaded by BCS HQ.

The time required is the initial set-up together with attending the IRMA committee meetings. The maintenance time is about one hour per month.

STANDARD OPERATING PROCEDURE
This SOP should be reviewed and where necessary updated, prior to each quarterly Management Committee meeting.

If a new incumbent has been elected to this portfolio, then it is the duty of the outgoing incumbent to forward this SOP to the new person.

DECLARATIONS OF INTERESTS & UNDERSTANDING
These should be reviewed and where necessary updated, prior to each quarterly Management Committee meeting.

After each AGM, complete and return to the Secretary a completed Declaration of Interests and Declaration of Understanding.

RISK REGISTER

This should be reviewed and where necessary updated, prior to each quarterly Management Committee meeting. Even if no changes are required, the date of review must be updated.