

Role title	Website Editor
Principal function	Look after all aspects of the sangha's website
Duties	Keeping the website up to date, enhancing the website with new material as necessary. Revising the design in line with trends for comparable websites.
Accountability	To the whole sangha. The person holding this role will also be a member of the Caretaking Council.
Time commitment	1 hour a week for keeping the website up to date and 1 hour a week for Caretaking Council matters
Personal qualities	<ul style="list-style-type: none"> • Some experience in using a website building program. • Some familiarity with Buddhist concepts • Commitment to keeping the site up to date • Interest in keeping abreast of trends in comparable websites
Equipment needed	Computer and website building program
Mentoring available	The current website manager has agreed to offer advice as appropriate