**Website Administrator Role**

There are two main roles – to administer the hosted service and maintain the WordPress site.

**Hosted Service Activities**

- Ensure the site is backed up
- Set up or edit email addresses
- Liaise with the hosted service provider in relation to connection, speed and security.

**WordPress Site Responsibility**

- site's pages, posts and comments
- theme
- plugins
- updates
- security
- add, modify, and delete users, even other administrators.

**Other Activities**

- Engage with the committee on the use of the website
- Train users to make posts