

# Jardineros de Placitas

## Job Description - WEBMASTER

### **BYLAWS REFERENCES:**

#### Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

#### Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Programs, Website, and Yearbook.

Section 10. Website. The webmaster shall maintain the Club website to provide members with current information about the Club and matters of interest in line with the Standing Policies.

### **STANDING POLICY REFERENCES:**

11. Information about a member's illness or death in his/her family shall be shared with the Club membership at meetings or on the Club website only with the prior consent of the member.

The Club is a nonpartisan, social organization established for the pleasure of its members. No member shall, in any way, use the Club, including regular meetings, as a vehicle for:

- 1) securing signatures for politically partisan petitions,
- 2) as a forum for soliciting support for any political candidate,
- 3) any conceivable politically partisan activity.

### **SKILLS REQUIRED:**

1. Fundamental knowledge of and experience working with Windows or Mac OS.
2. Fundamental knowledge of and experience working with website development applications/software.
3. Fundamental knowledge of and experience working with internet file transfer protocol (FTP).
4. Fundamental knowledge of and experience working with domain registry processes/transfers and hosting services (ISP).

### **GENERAL DUTIES:**

A. Create and devise the style, appearance, content and structure of the Club website. The website should be informative, accurate, up-to-date and reliable. Encourage member participation in providing content, photos, etc., so that the view of the website is that it truly belongs to all members. With advice from the Board and members, work independently.

B. Keep website current:

- Maintain communications with board, interest group and committee chairs to ensure timely and accurate submission of required information.
- In continuing communications with members, perceive the need for additions to the site.
- Create the necessary new pages, collect relevant information for them or determine the member(s) responsible for collecting the information.
- Perceive the need to eliminate unnecessary pages.
- Perform regular maintenance of files and folders to stay within space allotted by the ISP (Internet Service Provider), if applicable.
- Keep domain name and website hosting service current, as well as applicable charges.

C. Ensure confidentiality:

- Do not reveal members' personal information, including addresses, email addresses, and telephone numbers, unless a member requests otherwise. Respect any other wishes of members, such as not having their photos or names in the website.
- The website should never be a source of embarrassment or anxiety to any member.

D. Filter input for appropriate content:

- Follow Club's policy of avoiding political and commercial bias, and avoid highly controversial or potentially offensive material.
- When questions arise as to the appropriateness of any item or material for the website, seek input of other board members.
- Avoid using the website for encouraging participation in community events that are not sponsored by the Club and are adequately publicized elsewhere, or for the personal agendas of members' projects or charities. This has to do both with available website space, and with limiting content to information that is of interest to the majority of members.
- In the calendar, which shows holidays, ensure a balance of religious affiliations.

Updated September 2013