Mountain Garden Club
Position Description Form

Position Name	**Webmaster**

Date Created: Aug 5, 2016   Form Creator Name: DD Warren

Home Phone: _____   E-Mail Address: _____

Committee Name: Webmaster

Position Overview:

The purpose of this position is to create and maintain the MGC website. It is an important means of communication to both members and interested visitors to the site. It is very important that it be kept current with useful and timely information.

The site will provide information relating to upcoming events, club mission and purpose and photos of events. It will also be used to convey such documents as the Scholarship application (for download), etc.

Skills/Abilities/Other Requirements:

1. Must have web authoring software or access to same
2. Must be able to update the site in a timely fashion (especially for emergency actions such as a meeting cancellation due to snow or similar type of issue)
3. Some background on web design would be a big plus

Essential Position Functions:

This is the visual common thread of club communication. The site must be designed tastefully and respect all rules of good electronic communications. The person performing this position must be able to update it frequently and keep the information accurate and fresh.

Print Form

Rev.   2017

Mountain Garden Club
Publications Form and Checklist

Publications Name: **Website**

Date Created: Aug 5, 2016   Form Creator Name: DD Warren

Pub. Date: (appx) monthly   Form Creator Tel.:

Date to Begin By: Form Creator Email:

Committee Name: Webmaster

Expense Budget	Revenue Budget
$0 - $199	$0 - $199

Objectives/Purpose of Publication:

> To provide clear, timely and accurate information pertaining to the Mountain Garden Club to members and interested parties. The website includes the following information: Home Page with general overview, Gallery of photos of meetings and activities, Scholarship information and application form, Next Event information, Projects overview, listing of Officers and Committees, pertinent information in About Us, Where to Find Us for the coming month(s), how to Contact Us and Useful Links to other sites. If there is other current news (such as a special event or meeting cancellation due to weather), it will be posted here as well.

Description Of How The Publication is Created (Who, What, When, Where and How):

> The website must be created by a person who is computer saavy and have access to web authoring software. It is important to keep it updated frequently for current information. The webmaster must have input from all pertinent program and project committees whose activities and/or events are listed.

Materials, Equipment Or Supplies Needed To Create The Publication:

> Computer, web authoring software, internet access.

Mountain Garden Club
Publications Form and Checklist

Publications Name: **Website**

Publications General Checklist (Checked Items Are Needed For This Publication)

Requirements For This Event	Check If Required
Requires Chairperson?	☒
Are There Federation Standards For This Publication?	☐
Requires Items Collected in Advance?	☒
Requires Someone To Edit Final Text?	☐
Requires Printing In Quantity?	☐
Requires Distribution?	☐
Requires Photos?	☒
Requires Purchase of Materials and Supplies?	☐
Requires Location To Assemble Publication?	☐
	☐
	☐
	☐
Requires How Many Volunteers (Enter Number)	

Summarize The Distribution of The Publication:

Must have web authoring software, access to the Internet, hostname, user name and password to the site to publish up to the site.

Print Form

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Mountain Garden Club
Time line Template

Event/Publication   **Website**

Date Created: __Apr 6, 2010__   Form Creator Name: __DD Warren__

Event/Pub Date: (appx) __monthly__   Form Creator Tel.:

Date to Begin By: __ongoing__   Form Creator Email:

Committee Name: __(If Applicable)__

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a Time Category

Time Category	Actions Necessary	Tips & Best Practices
as needed	1. Post pertinent new information affecting: meeting changes, documents, scholarship, etc. The current software of choice is Dreamweaver, but it is the choice of the Webmaster to use whatever software they feel comfortable with.	1. Post important notices should be posted as soon as they happen such as: meeting cancellations due to snow, in memoriam notices, updated documents, scholarship applications, etc. 2. The key issue for the website is to stay current and update it frequently.
at mtg or event	1. Take photos of presenters & members at monthly meeting or event	1. Try to take candids. Take a lot of photos so there are choices when updating the Photo Gallery page
day after	1. Select and edit the photos from the mtg/event with photo editing software. Currently the tool of choice is Photoshop. Reduce the size/resolution for fast loading on the site. 2. Update the appropriate Photo Gallery page and links	1. Ensure all the links in the slide show area and gallery pages are working properly.
w/in 1wk after	1. Update the information for the next meeting on the appropriate web page 2. Update the upcoming calendar of events	1. Use the information from the Yearbook unless there is a change in details or a new event added
September	1. Clean out the Photo Gallery pages to start fresh with the September meeting - the photo gallery is a rolling 12 month snapshot of club activities & events	1. The Photo Gallery chronicles the meetings and events for the year. The first formal meeting of the year is in September, so it is a good time to rotate the Photo Gallery pages and start fresh.
yearly	1. Ensure that web hosting bill from Zakon Group is forwarded to Treasurer for payment.	1. Bill is sent by email - ensure it is forwarded and paid.

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