

SWR WEBMASTER JOB DESCRIPTION & DUTIES

Regional Website:

Definition from Bylaws: Webmaster – shall be responsible for maintaining the Regional website. He / She shall confer with the regional officers to maintain an attractive and informative website that includes Regional news and activities, including but not limited to a listing of regional clubs, their governors, regional officers, meeting schedules and competition information along with a year-to-date standings for competition points. The maintenance of the Regional website shall be performed to maintain it as current and update as possible. The Webmaster shall ensure that annual renewal and maintenance of the website hosting space and the domain name are performed with the associated invoicing to be submitted to the Regional Treasurer. The Webmaster shall maintain the regional email lists as necessary for officer and/or governor changes. The lists shall be monitored for bouncing emails from list members, with follow-up for corrective action as necessary. The Webmaster shall monitor the email lists for external spamming with corrective action being performed as necessary.

Highlight of Duties:

Please note that this position isn't as complicated as all these detailed notes make it appear.

1. The Webmaster is responsible for maintaining and promoting events in the region thru the internet website.
2. Depending on the month and the volume of regional events, the amount of time varies.
3. The only event page(s) that are put on the Regional Website are:
 - SWR Awards Banquet
 - SWR Fundraiser photos (if they are provided)

UPDATES IN PROCESS

Timelines:

Ongoing, the Webmaster:

1. maintains the SWR Website content and its annual ISP hosting.
2. maintains the SWR Governor's eMail distribution list.
3. attends the Regional Governor's meetings as an appointed officer.
4. currently provides Google Meet for use of the SWR Governor meetings however, this was never part of the job description. Currently it utilizes work account of the webmaster – which may not be available in the future.

Website Structure:

- The website has had a few facelifts in the recent past; those are up to the current webmaster.
- There is a public side of the website that doesn't contain confidential information.
- There is a member's only side that does contain that information; it is password protected. The webmaster sets a new password each year as member's may drop out.
- There are two event schedules, one for [Sanctioned NCCC events](#) and one for [non-Sanctioned events](#).

Website Updates:

- If there was a regional event planned the web should be updated as soon as it has a date. Then again when a flyer is approved by the RCD. Regional events also include SWR Governor Meetings.

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- The Webmaster current sends an eMail blast to the distribution list sharing each new event flyer and/or Governor's Meeting.
- If there is a club, an officer or governor change during the year, those pages would get updated.
- If the bylaws get updated, they need republished once official. The latest version of the editable Bylaws are hosted on the web (non-published) – only the PDF version gets published.
- The Classified AD pages are updated as new Ads come in or are obsolete.
- The main website maintenance takes place at year end; after the officers and chairpersons change – see below.

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Calendar Year Ending:

Webmaster Selection Process

- The Webmaster is an appointed position; at the same time as all other appointed.
- The RE solicits a candidate towards the end of each calendar year, for the appointed positions and then gets them ratified at the beginning of the next year by the governors – see the SWR Bylaws for the full process.

Website Information:

- The outgoing webmaster will provide contact information, account IDs and passwords to access and maintain the website & distribution list.
- Software to maintain the website is currently not provided by the region, since each webmaster typically has their own preferred application. Currently, the webmaster utilizes an obsolete app, *Microsoft Expression Web* to maintain it.
- You are responsible for the renewal of the webhosting; where our physical site is located, currently *Webhero*. The web hosting does include the annual domain registration (i.e. ncccsregion.org).
- You are responsible for maintaining the technical contact for the [whois registration](#); it should be the current webmaster.

Website Page Management:

- The following pages get duplicated, with the copy being placed in the year folder of the website. The other page gets updated for the new calendar year.
 - [Clubs](#) – as club and/or governor information changes
 - [Officers](#) – as officer information changes
 - [Regional](#) – changes typically at year end, plus regional event pages
 - [National](#) – changes typically at year end
 - [Schedule](#) (sanctioned) – updated as new events and flyers are available
 - [Schedule](#) (other – non-sanctioned) – updated as new events and flyers are available
 - [History](#) – updated at the end of each year with the next year's officers and governors. The previous year's award winners are updated after the SWR Awards banquet (typically in late Feb or early Mar)
 - [Links](#) – rarely needs updated since it primarily NCCC national content
 - [Member's Only Index](#) – changed as needed – scholarships, SWR Meetings
 - Competition Numbers – updated when the RCD provides an updated list

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- Scholarship – updated when the information for the Scholarships has been announced. The latest version of the editable Scholarship document is hosted on the web (non-published) – only the PDF version gets published and/or shared. The scholarship officer will provide details and photos of scholarship recipients.
- SWR Governor’s Meeting info is updated as it becomes available, including the treasurer’s reports for the next meeting.
- National Meeting links are also updated as they become available.

eMail Distribution List:

- the NCCCSWR-Governors@groups.io distribution list is currently maintained on Groups.IO, a free service.
- The list contains all regional governors and officers.
- The list only needs to be maintained when there are changes of governors or officers. The webmaster sends an invite to anyone needing to be added to the list – they then have to accept the invitation.
- The list can be sent to by anyone that knows it, allowing non-governors or non-regional officers to communicate with all the governors & officers. The list is moderated so that the list members do NOT get a lot of SPAM eMails.

UPDATES IN PROCESS