

LWVGA GUIDELINES: WEBMASTER CHAIRWOMAN

By-Laws:

The Webmaster Chairwoman shall be responsible for ensuring that all information posted on the LWVGA website (lvwga.com) is current and updated regularly. She shall be responsible for informing the Board members when all hosting and domain fees or contracts associated with the website are due.

Responsibilities:

1. The Webmaster Chairwoman must be “tech savvy” enough to learn the website hosting and development tools. The current tool is Weebly. Weebly is a drag and drop tool and there is no coding. The current hosting site is HostGator. Must use this URL to log in: <https://www.hostgator.com/>
2. The Webmaster Chairwoman must keep the President updated on the current Login and Password to the Website Host and Development Tools.
3. Must be able to convert word documents to pdf.
4. Must be able to work on the contract negotiations in collaboration with the President. Must understand yearly cost associations regarding backup charges and domain registration. Special note: if domain registration is not done on time, the domain name will be lost!
5. At the beginning of each new year (January/February), update the website with the new year’s information (e.g., Officers, Executive/General Board/Representative members, Board and General Meeting dates, current members, play day schedule, tournaments, CTLG schedule, advertisements, etc.).
6. Update and maintain the website throughout the year on an on-going basis with pictures, new members’ information (from the Secretary), advertisements, and other information as directed by the President. Ensure the scroll bar on the home page has updated information regarding upcoming meetings, events, news, etc. Update any rule changes and ensure the date the rule change is listed. Go through the schedule and list any upcoming events in the upcoming events section. List any news (e.g., tournament results) in the news section.
7. The Webmaster Chairwoman or her assistant shall use Sign-up Genius on the website to allow members to sign up for play days and social events. When play days and social events have passed, the information will be removed from the website.
8. The Webmaster Chairwoman shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend the meeting, the Webmaster Chairwoman will inform the President prior to the meeting.
9. Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

Revised: October 2023