

WebMaster

upd: 2021-08-08

Position Summary: This position is a behind the scenes administration job to help ensure that the GSDA Club website is available, up to date, and a benefit to the GSDA Membership and to the General Public.

This position is eligible to any GSDA Club Member in Good Standing.

This position is filled via a successful motion by the GSDA Club Board for a nominated individual.

This position shall hold a term of 2 years with no established term limits.

This position is overseen by a designated GSDA Club Board Member.

Responsibilities include, but are not limited to the following:

- As a representative of the GSDA Club, the GSDA Club WebMaster shall to the best of his/her abilities always present a positive, uplifting outward view of the GSDA Club.
 - Also, shall encourage GSDA Club Members, and others, to bring their website ideas to the designated GSDA Club Board Member.
- Verify the Website is up, running, and a benefit to the GSDA.
 - Monthly: Click on each page and each link to verify they are performing as designed
 - the WebMaster shall make the typical, (broken link, etc.), repair as needed.
 - the WebMaster shall provide a status update to the designated GSDA Club Board Member if a typical repair, (broken link, etc.), cannot be made by the WebMaster.
 - the WebMaster shall notify the ISP (Adamy) and the designated GSDA Club Board Member if the GSDA Website is offline or has serious issues, (dead slow, pages missing, etc.).
 - Verify that all content conforms to the GSDA Club website guidelines.
- Coordinate with the designated GSDA Club Board Member for content/structure updates.
 - The WebMaster is encouraged to provide ideas and prototypes for enhancements.
 - The WebMaster shall receive all content/structure updates in writing.
 - electronic documents, physical documents, pictures, etc.
- Implement content/structure updates as requested by the designated GSDA Club Board Member.
 - The WebMaster shall notify the designated GSDA Club Board Member when...
 - the requested content/structure is not available and thus cannot be implemented.
 - the requested content/structure cannot be implemented due to technical issues.
 - the requested content/structure cannot be implemented due to authorization.
 - The WebMaster shall use best practices and common sense while implementing...
 - fonts, font sizes, font colors, backgrounds, borders, graphics, tabs, menus, etc.
 - choice of wording, paragraph placement, embedded graphics and pictures, etc.

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