



Gulf Coast Garden Club Position Description Form

Position Name

Web Master

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Position Overview:

Support the online presence of the Gulf Coast Garden Club by updating the content of the website, and interfacing with the hosting service.

Skills/Abilities/Other Requirements:

Basic knowledge of WordPress. Tutorials for learning the necessary skills are available on the Internet. Find the materials needed to learn WordPress by searching for "Word Press Tutorials".

Familiarity with using photo editing software is suggested.

Essential Position Functions:

Upgrade WordPress software when notified by WordPress that an upgrade is available.
Pay yearly hosting and domain registration fees, and get reimbursed by club treasurer.
Assist in submitting website for Florida State Garden Club awards.
Add and edit content to website when requested.
Add accounts as requested so other club members can add and edit content.

Print Form

"TO DO LIST" - WEBMASTER

MONTH

ACTION NECESSARY

MAY

- Second Monday of the month, attend last official General Meeting of the season.
- Annually, provide newly appointed Webmaster with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Webmaster receives copy of Position Description and To Do List for the next season. Ensure newly appointed Webmaster receives support/guidance in his/her role for the next season.
- Upon request of BOD or 3rd VP, post any end of season information or activities on GCGC Website.
- Pay yearly hosting and domain registration fees. (TO WHOM & HOW ARE THESE PAID?)
- Submit receipt for expenses to Treasurer for reimbursement.

JUNE-SEPTEMBER

- Attend Summer Meetings if possible.
- Plan Design Workshops for the next season.
- Upon request of Board of Directors or 3rd VP, post any summer activities and information on the GCGC Website.

OCTOBER

- Second Monday of the month, attend first General Meeting.
- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
- Upon request of BOD or 3rd VP, post any club activities and information on the GCGC Website throughout the season.

NOVEMBER

- Second Monday of the month, attend General Meeting.
- Post club activities as directed.

DECEMBER

- Second Monday of the month, attend General Meeting.
- Post club activities as directed.

JANUARY

- Second Monday of the month, attend General Meeting.
- Post club activities as directed.

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Review GCGC Website expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Second Monday of the month, attend General Meeting.
- Post club activities as directed.

APRIL

- Second Monday of the month, attend General Meeting.
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Webmaster and GCGC Website during the next fiscal year.