

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Webmaster

1. Shall attend all Board of Directors meetings or have a report submitted to all Officers on the Friday prior to the following Board meeting on the second Tuesday of each month.
2. Shall be an active member in good standing in attending as many club events as possible.
3. Shall assemble, at his/her discretion and pending Board approval, persons to help with the activities of the Webmaster.
4. Shall maintain records of all members working on website for the purpose of allocation of Parrot Points. All information to be provided to Secretary within seven (7) days of event.
5. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
6. Shall continue to build and maintain good relationships with local and regional chapters.
7. Shall insure the integrity of the website content as well as the current nature of all information.
8. Shall act as "administrator" of the message board which includes authorization of member/visitor registration as well as monitor content for appropriateness.
9. Shall act as the "administrator" of the events calendar for the approval of submitted events.
10. Shall update website content from information submitted by the Board, Committee's and General Membership using guidelines as set by the Board.
11. Shall coordinate with the Merchandise Chair, all content pertaining to the merchandise page.
12. Shall coordinate with the Membership Chair, all content pertaining to the members.
13. Shall coordinate with the Members at Large, the obtaining of member photos.
14. Shall coordinate the submission and loading of pictures to the Photo Gallery and monitor the appropriateness of submitted comments.
15. Shall coordinate all modifications of web design including development with submission of all costs and/or estimates to be provided to the ExComm for approval.
16. Shall insure the annual renewal of the domain registration and web hosting with documentation to be provided to the Secretary.
17. Shall maintain all back up files for "disaster" recovery.
18. Shall annually revise all links for the officers and committee chairs for e-mail contact and send instructions to new officers and chairs for establishing password protection.
19. Shall, upon leaving as Webmaster, pass on all materials, notes & records from current and preceding years to the succeeding Webmaster or Secretary.
20. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***