

## By-Laws – 6.0 WEBMASTER

The Webmaster shall be responsible for maintaining the Club website as required. It should be attractive and informative on Club, Regional and National news and activities. The maintenance of the Club website shall be performed to maintain it as current and up-to-date as possible. The Webmaster should submit the website for the annual NCCC Club Website Contest.

### Webmaster Guidelines

#### Club Website:

This Webmaster is responsible for maintaining and promoting the club thru the internet website. Depending on the month and the volume of club and regional events, this can amount to thirty minutes to a couple of hours per night at times. Each event which our members participate in is typically represented by an event page; this can be from one page to dozens of pages as NCCC Nat'l Convention usually ends up. Event pages are then linked on our home page and move off to the Photo Gallery page for archival / historic views at later dates.

It is the responsibility of each officer / chairperson to provide the webmaster with content for common and dedicated function pages. The webmaster should not have to dig the information out of minutes nor the newsletter; all content should be provided to the webmaster in electronic form.

#### Timeline:

- **Ongoing:**
  - The Webmaster prepares and submits an article for the monthly newsletter. The article should acknowledge things like who provided photos, tips and tricks, information about our website, blurbs on the email distribution lists, etc.
  - The Webmaster attends the Board meetings as an elected officer.
  - Web Updates:
    - There is a separate [detailed document](#) that outlines the various lists and owners which are responsible for providing updates. Almost every committee has a web page, along with the Governor (NCCC), these are all outlined in the document.
    - An easy rule of thumb is: if there was a club or regional event planned or held the web has to be updated as soon as it has a date or it ends; including any club meeting.
    - We receive several emails per week asking CTV to promote a car show, parade or competition event; these are maintained on separate webpages on our site rather than emailing their email to CTV-ALL.
    - Solicit photos from members that
  - eMail Distribution Lists:
    - The volume of these varies between twenty-five and thirty each year; some are short term (i.e. special one-time committees) while others stay in place for many years.
    - There is a separate [detailed document](#) that outlines the lists and list owners that should be providing information for the updates.
    - The main list maintenance takes place at year end; after the officers and chairpersons change. There are some lists that are specific to events we host (i.e. car show, TMS, CTV-guests, etc.) that are updated throughout the year.
    - The only list that is “moderated” is the CTV-ALL list; meaning that this requires you to manually approve or reject emails as they are submitted. This is done to protect email blasts back to the entire club when the response was only targeted back at the sender. This type of action typically happens every time there is a CTV-All email that is sent out. In the event that a member submits an email which is inappropriate for list use, it can be denied by you or if you aren't comfortable making the decision, share that responsibility by asking the Elected Officers their opinion on it.
- **Calendar Year Ending:**

- Webmaster Election Process
  - The Webmaster is elected at the same time as all other club officers, other than Governor.
  - Nominations are taken at the October Meeting (written) and at the November Meeting (only from the floor).
  - The Voting Election will be held at the December Meeting unless there is only one candidate nominated at the October & November meetings.
- As you will see in the separate detail document, there are close to a hundred webpages which receive updates at the ending and/or beginning of the calendar year. Some of these are very time sensitive (i.e. showing new officers, chairpersons, etc.) while others can be updated as time permits (i.e. monthly calendars.)
- Website Information:
  - The outgoing webmaster will provide you with contact information, account IDs and passwords to access and maintain the website.
  - Software to maintain the website is currently not provided by the club, since each webmaster typically has their own preferred application.
  - You are responsible for the renewal of the webhosting; where our physical site is located, currently [Digitex](#). The webhosting now includes the annual domain registration (i.e. [cowtownvettes.org](#)).
  - You are responsible for the [whois registration](#), which does put your personal contact information out on the internet.

#### **NCCC National Club Website Contest**

- You should enter the club's website in the [NCCC annual contest](#) (when possible due to restrictions).
- Be sure to follow the submission process carefully since there are some very specific timelines and steps that must be followed.

#### **Detailed Website Update Document**