

WEBSITE

Budget: _____
Members: Webmaster
President, Member (3)

TheFriendlyGardenClub.org website committee is responsible for keeping the website up to date by including information that will be beneficial for club members as well as the general public. Currently the site consists of the following sections:

Home, About Us, Events and Fundraisers, Calendar, Newsletters, Forms, Photo Gallery, Members, 2014 Sponsors, Policy & Procedures and Links.

The size of this committee should be limited to no more than three. It should include a webmaster, one additional member who has computer/internet skills, and the president of the club.

The webmaster is chair of this AD HOC Committee and attends the monthly board meetings at the invitation/request of the president. The webmaster needs the technical expertise to monitor, improve, update and secure the pages of The Friendly Garden Club's website. The webmaster receives all communication initiated on the website and is responsible for forwarding said email to the appropriate committee chairperson as well as the president of the organization so action can be taken if necessary. The webmaster also maintains and updates information contained on the website or in the databases linked to the site. Therefore, it would be beneficial for the webmaster to receive the program yearbook as soon as it is available so that any updates contained in it can be reflected on the website. The webmaster is responsible for uploading all document forms and editing text pages and making sure that the site does not exceed the space purchased. The webmaster also takes care of paying for the website by credit card and then getting reimbursed by the club.

The committee members can update information to the Calendar and Gallery sections of the website and help in writing communications to the public on questions asked on the site or in response to accounts created by non-members. They determine if any additional pages should be added to the website, if any pages should be deleted or if other modifications need to be made to the site. They also monitor the website to make sure that no pictures are uploaded to the Gallery section by non-members, if a non-member has created an account, if any information is incorrect, and report any other suspicious activities or problems that may have taken place on the site to the webmaster.