



AMERICAN CONNEMARA PONY SOCIETY

Document Number: WEB-D01

DATE: DRAFT 8/25/03
SUPERSEDES: 1/05/00

SUBJECT: Web Master Position Description

ACPS Web Master Roles and Responsibilities:

- Shall manage the ASPS Web Site in accordance with the Internet policy and its purpose.
- Shall follow the Internet Policy and Web Site standard operating procedures. May work with the Chairman of the Internet Committee when selecting additional volunteer Committee members, who shall be current voting ACPS members wishing to assist in achieving the objectives of the Internet Policy and over site of the ACPS Web Site.
- May employ volunteer services of the Internet Committee members to assist in the routine duties and special assignments. Such service may include updating the classified section of the Web Site, maintaining the links page, submitting the ACPS Web site to various search engines, or add the ACPS URL to other web sites, etc.
- Shall be compensated as budgeted and approved by the Board of Governors. Shall ensure that the ACPS Web Site resides under the domain names www.americanconnemara.org and www.acps.org.
- Shall select a Server for the ACPS Web Site that provides unlimited access to viewers, adequate space, and should have redundancies & daily back-ups; the physical location should not be a personal computer, rather an established, professional Web Hosting service to ensure reliability.
- Shall use his or her own software (which must be generally considered "compatible" with most major programming packages) and must provide his/her own access to the Internet. (i.e. already have an Internet Service Provider, ISP)
- Shall ensure that the Web Site remains current and interesting. Important and significant ACPS information must be updated monthly, preferably sooner, in order to be considered current.
- Shall update the Web Site with information relating to official ACPS information within one month of a change or of information becoming available, except under certain circumstances as approved by the Internet Committee.
- Shall be kept abreast of activities and plans in other ACPS committees (e.g. Promotions, Publications, Membership, Magazine, Awards) in order to compliment their efforts and objectives through the use of the ACPS Web Site and as necessary to ensure alignment. Individual Committee Chairmen, the Executive Committee, etc. are responsible for keeping the Web Master up to date on all important information and shall utilize the services of the Web Master to facilitate their individual duties and responsibilities.
- Shall not provide web page design for individuals within the boundaries of his/her ACPS Web Master function.
- Shall use good judgment in editing, accepting or rejecting submitted material.
- Shall submit a budget to the ACPS treasurer annually as required.
- Shall make arrangement to ensure that duties described herein do not lapse in the Web Master's absence.
- Shall mail all checks received for web hosting and classified ads to the ACPS Treasurer.



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Purpose:

The Web Master shall adopt the following philosophies:

- To keep as many members as possible informed, interested, involved and appreciated.
- To communicate with members promptly with appropriate thanks, recognition, etc.
- To encourage a wide group of members to contribute to the Web Site.
- To help make things happen (such as helping with PR inquiries, supporting the American Connemara, etc.)
- To keep abreast of internet and Web site tools and technologies that can be used to make the jobs of other ACPS officers, board members, regional chairman, etc. easier.
- To promote the Connemara to the public in general.

Definitions:

ACPS: American Connemara Pony Society

Website: The official "ACPS Website" shall be owned by the Society but shall be managed by the Web Master within constraints of the approved budget.

Web Master: An independent contractor authorized by the ACPS to carry out the duties as describe in the "ACPS Web Master Position Description". The Web Master will work in conjunction with and be guided by the Internet Committee to achieve the objectives of the Internet Policy and will report to the Board at the Annual Meeting.

Internet Committee: A group created to guide and assist the Web Master in achieving the objectives of the Internet Policy.

American Connemara: The official periodical publication of the ACPS

Revision History:

Date:	Changes:	Author:
08/25/03	Revised format to ACPS Template; added "Purpose" and "Definitions; added reference to new procedure WEB-R02	Charlie Morgan