



## AMERICAN CONNEMARA PONY SOCIETY

Document Number: WEB DO 1

Document Name: Webmaster Position Description

### ACPS Web Master Roles and Responsibilities:

- Shall manage the ACPS 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 Website 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](http://www.americanconnemara.org) and [www.acps.org](http://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.
- 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 Webmaster up to date on all important information and shall utilize the services of the Webmaster 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 related income including classified ads to the ACPS Treasurer.

### 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 the constraints of the approved budget.
- Webmaster: An independent contractor authorized by the ACPS to carry out the duties as describe in the “ACPS Webmaster Position Description”. The Webmaster 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: An ACPS Committee which guides and assists the Webmaster in achieving the objectives of the Internet Policy.
- American Connemara Magazine: The official periodical publication of the ACPS

**Revision History:**

Date	Changes	Author
8/03	Revised Format	Charlie Morgan
10/08	Update Format	Chris Knox
1/10	Minor wording update	Karen Vicencio