

Webmaster Position Description

According to the Chapter Constitution

"The Web Site Committee Chairperson shall maintain and update the web site as needed. He/she will also obtain photos from members or other sources and ask for Contributions of material to be posted in a timely manner."

The webmaster is responsible to ensure a functional and interesting website presence that 1) provides education and information about Ikebana and our Chapter to the community, and 2) serves as an accessible reference for our members.

To achieve this, the Webmaster will:

- 1) Maintain a relationship with the commercial registrar and cloud platform service (currently GoDaddy) to ensure continuation of appropriate services. These include web hosting, site lock, SSL Certification and domain name registry.
- 2) Obtain a quote for the above services and submit a budget request to the Treasurer annually. Currently, the Webmaster pays the GoDaddy invoice via personal credit card and is reimbursed by the Treasurer.
3. Provide a comprehensive update to the website at least annually to reflect the new Program Calendar, any changes in Officers/Board members, and a refreshed visual presence. Provide regular updates as often as needed when new information items (such as Newsletters, Pictures, or Related Activities) are received.
4. Monitor the website every few days to ensure it is fully functional, contacting GoDaddy with any problems.
5. Monitor and respond to inquiries received through the website Contact Us Form providing contact with appropriate Chapter members as appropriate.

6. Maintain, monitor and redirect as appropriate the Chapter emails received at friendsthroughflowers@gmail.com.