Webmaster Job Description

- Build functional and easy-to-use website

- Test website across browsers, operating systems and devices

- Ensure site security by setting up firewalls and login pages

- Optimize loading speeds and capacity

- Debug pages and fix broken links or images

- Review and make changes that would improve the website.

- Update the Monthly Meeting page – 20 minutes

- Update other pages that change periodically

- Create the Archive of previous month meeting - 5 to 10 minutes (for monthly meetings, Classes, newsletters, etc.)

- Update the Members Only section (password protected).

- Post of items as they come from members

- Upload monthly newsletter - 5 minutes

- Posting notifications from Board Members (and perhaps certain Chairpeople)

- Address user complaints

Each Month When Newsletter is published:

1. Add newsletter to "Media" page of WordPress.

2. WordPress: Go to "MemberPress", Go to Settings, go to "Emails", go to "Send Welcome Email", go to "body", go to bottom of text and update newsletter copy to latest one. To get the exact link, go to the "Dashboard", click on "Media", click on the icon of the newsletter, on the right, click on "Copy URL to clipboard". Then go to where you want the link and paste it in.

3. Review newsletter and update ccgms.org with appropriate information, i.e., Junior Rockhounds meeting, First Tuesday Free Class, Second Tuesday Monthly Meeting on the "HOME" page. Then go to each one of those pages and update the information.

4. Go to Google Calendar and update as necessary.

5. Review Officers and Chairs page and update as necessary.

Submitted by current Webmaster, Bob Shively 1/11/2022.