

QUAIL CREEK POTTERY AND SCULPTURE CLUB
POLICY AND PROCEDURES

WEBMANAGER/INFORMATION TECHNOLOGY

Policy:

The Webmanager maintains the club website and supports any technology needs of the club.

Procedures:

The Webmanager:

1. Maintains and updates the website.
2. Researches, obtains and manages the web hosting platforms, and monitors performance and security. Transfers website to new provider as necessary for cost effectiveness and performance.
3. Keeps current backups of the website.
4. Establishes backend email account with transactional smtp provider for the website.
5. Obtains the club domain name (qcpots.com) and keeps the license current.
6. Maintains the https security certificate for the website.
7. Provides online scheduling for kiln workers and monitors.
8. Provides instructions to new members on registering for website accounts and authorizes accounts. Assists with any trouble-shooting of user problems.
9. Maintains kiln, monitor, and board member 'groups' on the website to provide different levels of access.
10. Provides online signup sheets for classes and volunteer opportunities such as Fall/Spring Festival shifts as requested.
11. Maintains online request for information forms and screens for spam before forwarding to Secretary.
12. Establishes and manages shared drive for club documents. Provides access to board members.
13. Establishes club email addresses (president@qcpots.com, secretary@qcpots.com etc. as requested).
14. Researches and advises on technical support as requested.
15. Recruits committee members on an as-needed basis.