

# THE FRIENDSHIP FORCE OF LETHBRIDGE CLUB GUIDELINES

## Responsibilities of the Webmaster

The bylaws contain the responsibilities of the webmaster. Below are additional responsibilities

- Be responsible for technical maintenance, content, and quality control of the Club website.
- Update the Home Page with events as necessary
- Posting of documents by year
  - Board Meeting - Agenda and Minutes
  - General Meeting – Agenda and Minutes
  - Annual General Meeting – Agenda and Minutes
  - Executive and Committee Members
  - Financial Report
  - Membership List
  - Newsletter
  - Key Documents: New or updated documents such as policies, guidelines, bylaws, forms, responsibilities etc.
  - Important Photos
  - **Archive older/outdated information**
- Assign a password to the Members Only Page and notify the Members of the password.
- May develop a Website Committee and act as Committee Chair.
- Ensure that invoices and associated website costs are submitted to the Board.
- Prepare a written report for Board of Directors Meetings, Club Meetings, and the AGM.
- Orient incoming Webmaster according to club guidelines as published on the website