

## Motion Number 20150216

Name	Maker	Second	Aye	Nay	Abstain
Hanavan	X		X		
Bird			X		
Murphy			X		
Cunliffe		X	X		
Boston			X		
Brunz			X		
Tawes			X		

**Title:** Update Webmaster Duties

**Text of Motion:**

I move that the revised Webmaster Crew Duties (below) be adopted.

Webmaster

Tasks to maintain website

- Maintain design of website to ensure that Internet searches show Association webpage at top of the returned list of sites
- Post new roster (extract data from master roster database to online database)
- Post reunion information
- Post changes to bylaws and crew duties
- Scan prints and slides
- Edit and post new photos from members (in Photo gallery)
- Update Association data (officers, contact points)
- Maintain officer email forwarding aliases (e.g., president@C-7ACaribou.com)
- Post newsletters and approved Board motions
- Post obituaries
- Update memorabilia data (prices, order form)
- Post Lost and Found messages
- Update memorials pages (memorial benches and plaques)
- Update history of the C-7A and the Association
- Update information about the C-7A
- Update FAQ and information of joining the Association
- Maintain site search algorithm in website
- Update links
- Renew hosting bi-annually (domain, hosting changes, storage space, etc.)
- Maintain backups of all C-7A Caribou Association data, records, webpage files

Skills/Tools required:

- Windows development machine (web site runs on Microsoft IIS)
- HTML4 and CSS3 working knowledge
- Server side scripting (VBScript) and Client side scripting (Jscript)
- Microsoft Active Server Pages (ASP) object model and programming
- Working knowledge of Structured Query Language (SQL) and database access
- Web design tools (e.g., Microsoft FrontPage, Microsoft Expression, Adobe Dreamweaver)
- File Transfer Protocol (FTP) software and working knowledge
- Microsoft Access database software and working knowledge
- Adobe Photoshop (editing and tool) or equivalent

- Adobe Acrobat Pro or equivalent
- Microsoft Office (Word, Excel, PowerPoint)
- Local copy of Microsoft Internet Information Services (IIS) for testing and backup
- Highly preferable to have an OS X Macintosh for testing in Apple Safari

**Rationale or explanation:**

The Board is responsible for defining the duties of the various positions.

**Vote Result:** Carried 18 February 2015