

# Longmont Genealogical Society

## Job Description and Procedures

Job Title: WEBSITE COORDINATOR - Appointed, Standing Committee, Board Member

Job Description: As per the Bylaws

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

Job Responsibilities:

1. Create and maintain the LGS website.
2. Attend monthly meetings and report on site updates.
3. Receive recommendations from the board as to content of the website. The website should always reflect the goals and philosophy of the society, not individual preferences; however, creativity should not be stifled.
4. Publicize the website online, in the Quarterly, and other mediums as appropriate.
5. In January, e-mail a copy of an annual end-of-year report of activities to the Procedures Chair to be forwarded to the President, Secretary and Historian.
6. Pass materials and information necessary to maintain the society's website to new chairperson/successor.

Procedures:

1. Create, assist, or oversee the technical aspects of the website design and functionality.
2. Manage the Society's domain name account, including annual renewal payments.
3. Update Society information monthly or as appropriate to keep the website current.
4. Use good search engine optimization practices to obtain first page exposure on the most common search websites. Provide reminders of new/updated features to the LGS membership through Quarterly newsletter articles and business cards.
5. Receive, format and upload information received and approved by the LGS Board.
6. Give the President a "LGSWebsite" flash drive containing the following back-up/recovery files:

Instructions for the maintenance/recovery/transfer of the website, will include a record of all current hosting services, user names, passwords necessary to allow the webmaster, Society board, or new chairman to access or recreate the website. Double-clicking the "ReadMe.NewWebmaster.html " file will open this document in a web browser.

A copy of all website/webpage coding, and all related archival/development files.

7. If the board approves the purchase of software or hardware, it is to be purchased, registered and owned by the Society and used by the webmaster or person who is creating and maintaining the website. The Society shall purchase new website creation programs or upgrades when needed.

Further details may be obtained from your predecessor.

Board approved 1995, 1997, 2000, 2011, 2013, 2018