

BCCA WEBMASTER COMMITTEE RESPONSIBILITIES

Purpose

The responsibility of the Webmaster is to provide a web site for BCCA which includes:

1. Information about the club: such as membership information, organization, officers, forms, bylaws, standing rules, code of ethics, minutes and notices.
2. Information about the bearded collie.
3. Information about events: Provided by various committees (For more information about the National Specialty, see Additional Information) below.
4. Useful articles and other information.
5. Rescue information
6. Litter listings and breeder listings (paid business card listings)
7. Affiliate Club links and event information.

Duties of the Webmaster

1. Maintain the structure and integrity of the website.
2. Work with the BCCA Treasurer to ensure that the club's account(s) are kept up to date.
3. Upload typical monthly updates from the officers and board as well as from the committee chairs.
4. Provide special web services when requested (e.g. surveys).
5. Review submissions and (where necessary) reformat into files that can be uploaded to the website.
6. Periodically review materials on the website to ensure that they are current.
7. Seeks new content where appropriate to help maintain a fresh and current content.
8. Review and respond to any emails related to website content.
9. Work with the committees chairs to review and update sections related to their activities.
10. On or near the first of each month, examine the reports for the website that occurred during the previous month. Include any significant information in the annual report to the BCCA Board. If the Webmaster and the Board both agree, this information may be provided monthly to the recording s
11. Encourage BCCA members to submit articles, photos, etc.
12. Be well-versed in all standing rules that apply to this position
13. Attend the AGM of the BCCA if possible.

Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Update minutes, notices, and litter listings.	Monthly	Webmaster
Update names and contact information for officers and committee chairs	Annually - July	Webmaster
Work with the president and recording secretary to keep the Standing Rules up to date	Ongoing	Webmaster
Work with committee chairs to keep statistics and information related to their committees up to date.	Ongoing	Webmaster
Stay abreast of new technology and and work with website designer in order to maintain an efficient, attractive website.	Ongoing	Webmaster
Review the entire website and determine which information, if any needs to be deleted or made current.	Quarterly	Webmaster
Prepare Annual Written Report for Board.	September	Webmaster
Attend AGM, if possible	September/October	Webmaster

Maintain Website Guidelines and obtain Board Approval for Changes

BCCA Website Guidelines

National Specialty

Some National Specialty host clubs create and maintain their own external websites. These clubs should provide a copy of the Specialty logo in JPG or PNG format and a link to the website to the Webmaster by the conclusion of the previous year's National Specialty.

In some cases, the host clubs might request website hosting and/or design help from the BCCA Webmaster. The Webmaster is not required to provide these services; this additional task is left up to the Webmaster's discretion. Where possible, the Specialty Committee should make these requests during the process of bidding for the Specialty in question.

If the Webmaster agrees to provide hosting and/or design services, the Specialty Committee must provide one person to act as web editor/coordinator and liaison to the Specialty Committee. Initial materials for the Specialty website must be submitted by the end of December of the year before the year of that Specialty (and preferably, by the conclusion of that previous year's Specialty). The majority of the information should be submitted by the end of June of the year of that Specialty.

After the National Specialty for that year has concluded, the Webmaster may agree to publish the show results on the BCCA website or provide a link to results on the Specialty website. In addition, if the Show Committee provides registered names, titles, owners, and photos of the Best in Show/Best of Opposite Sex/Best of Winners/Best Veteran/High in Trial, the Webmaster may publish them on the BCCA website under Past Specialties.

Applicable Standing Rules

5.0 COMMITTEES AND AFFILIATE CLUBS	
5.1	Committees of the BCCA. Chairs are appointed by the board at the first meeting of the fiscal year (July) and when necessary. All committee chairs shall operate in accordance with the job description for their committee. Job descriptions are approved by the board.
5.2	Committee Records, such as statistics, historical documentation, photographs, and displays are the sole property of the Bearded Collie Club of America and must be surrendered immediately when notified by the recording secretary at the direction of the board. 03/94-03, 06/99-02
1.0 BOARD PROCEDURES	
1.4	Standing Rules. The recording secretary or designee shall maintain the standing rules and shall send the updated copy to the webmaster. An updated packet of current standing rules will be provided to the board at the annual meeting each year. Members may access and print copies from the website. 08/86-03, 07/95-01, 03/11-14
5.3 Affiliate Clubs	
5.3.2	BCCA shall provide each affiliate club with the following: <ul style="list-style-type: none">• Use of the BCCA license to hold AKC shows and trials,• Free use of any internet subscription service held by the BCCA to disseminate premium lists and other pertinent information for their club events, and• One page of advertising for their specialty, up to four pages to report the results of their conformation specialty or bearded collies only performance event, plus two additional pages for a photo essay, in the Beardie Bulletin. All pages are black/white.• Club name and contact person listed on the website and roster. 07/13, 01/94-01, 10/03-01, 09/94-15
7.0 PUBLICATIONS	
7.4	The BCCA Website is the property of the BCCA. The webmaster shall operate the website according to the rules provided in the Guidelines for the BCCA Website.