

NCAMOTC Procedures – Webmaster

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient’s NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
5. **OIC** Your Officer in Charge is the Communications VP.
6. **Binder** Retain only last two (2) years of information.
7. **Files** Maintain files of all pertinent material.
8. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES:

1. **Update the NCA website regularly**
 - (a) At least 6 weeks prior to each NCA event/ meeting, make sure that information for each event, such as location and time are on the website under appropriate tab. For the conventions/meetings, provide the link to the registration packet or online registration page.
 - (b) Obtain permission prior to posting for any pictures on the website.
 - (c) Verify that all links within the website are working properly and are current.
 - (d) Prior to posting any information digitally, verify with the NCA President that the information is accurate and copy President on all emails.
2. **Club Membership Involvement**
 - (a) Update the member club list of contacts. Reach out to the club representatives of all clubs to have them check the website for accuracy of the information listed for their clubs. (List of club reps can be obtained from the Membership VP)
 - (b) Inform the general membership that the website has been updated and encourage them to visit the website or current digital storage area. Contact the Communication VP to send out this information.
3. **Website renewal**
 - (a) Be informed about the website renewal date and discuss with NCA President.
 - (b) Ensure that the website renewal cost is within the NCA budget. Contact NCA Treasurer for budget information and reimbursement information.
4. **Improvement of website**
 - (a) Update the look of the website as needed to increase use.
 - (b) Solicit the NCA Board for ideas to improve the NCA website.
 - (c) Verify any potential website changes with the NCA Board.

