DRAFT Summary of HRSCAZ Webmaster Duties DRAFT

This summary does not include guidance or instructions on *how* the Webmaster's duties are performed. This information is in https://hrcaz.org/Webmaster_Info/Webmaster_Info.html, which is password-protected as it contains logon information for website and mail operation. The Webmaster, President and Treasurer have the password.

1. **Maintaining the website active.**
   - 1.1. Pay the annual hosting fee to our hosting company, currently Newtek.
   - 1.2. Pay the annual domain registration renewal fee to our hosting company, currently Newtek.
   - 1.3. Respond to ICANN requests for confirmation that the site is active, else it will be deactivated.
2. **Website maintenance**
   - 2.1. Every week, or as required, check the home page for outdated information and for new topical information that could be added, for example what is put in eBridge cover emails.
   - 2.2. Create the online event schedule, based on information in the Bridge plus anything sent to hotline@hrcaz.org, or from the Garrett or Sperry newsletters.
   - 2.3. Routinely add information to the archives. This is generally a monthly activity for the eBridge, board minutes, treasurer's reports, Webmaster's reports and event photos.
   - 2.4. Update other pages as necessary. For example, add or update local attractions links and the useful links page, and update the board members page when there are board changes.
   - 2.5. Run regular (approx. weekly) checks for bad links, and repair any found.
   - 2.6. As deficiencies are noticed, try to rectify them as time permits. For example, general or platform/browser-specific formatting problems, poor information clarity, navigation, or general ease-of-use.
3. **Email duties**
   - 3.1. Create nine new mailing lists every time a membership database update is received from the membership secretary; this is typically about a week before a Bridge publication date. The nine lists are for all members with an email address, associates plus VIPs, and eight lists divided into membership renewal years, with the last one being "YYYY and beyond."
   - 3.2. For the emailing of each eBridge issue, create cover emails for each Group of recipients. The header should note the renewal date, (except for associates plus VIPs), and if this is imminent, include a prominent but polite reminder. The body should repeat the renewal date information, and include a brief note of near-term events or other topical information.
   - 3.3. When the PDF eBridge is received from the editor, send it out as an attachment using the mailing lists and emails noted above. The mailing lists should go in the blind copy field, either as the list address, or pasted addresses, depending on the email app used; there is no need to create mailing lists as they change each month.
   - 3.4. Address reported mailing problems, such as bounces and people unable to open attachments.
   - 3.5. Inform the membership secretary of any email addresses that do not work.
   - 3.6. As required from time to time, send mass emails to the "all" distribution list.
   - 3.7. Update the board mailing list whenever there is a change in board membership.
   - 3.8. Respond near-daily to emails sent to hotline@hrcaz.org or emadmin@hrcaz.org, either by Webmaster handling, or by referral to others, e.g, board or president, as appropriate. As of Jan 2034, the emadmin@hrcaz.org account can be integrated into your personal email app, so you can select it for the From field and avoid having to log in.
   - 3.9. Review and delete the accumulation in the emadmin@hrcax.org Junk Mail folder every week or so.
4. **Reporting**
   - 4.1. Provide reports of Webmaster activity to the board. These include any notable activities or issues, and statistics on site visitors, etc. as applicable. These reports are prepared for each board meeting. meeting, of which there are nine or ten per year.