Webmaster Job Description
(HS 1/21/19)

Skills:

- Web page generation preferred or a software background
- HTML language
- CSS
- PHP

Tools:

- Word processor (e.g. MS Word)
- Photo processor (e.g. Adobe Photoshop)
- HTML editor (e.g. MS Web Matrix 3 was free is not discontinued)
- PDF editor (e.g. Apower PDF)
- FTP software (e.g. WS FTP free simple FTP
- Web page builder (e.g. Sea Monkey free simple page builder – not used much
- Snipping Tool (free with Windows)
- OneDrive account
- Google Mail account

Background:

The SIR Branch 62 web page was built from scratch using HTML, CSS, and PHP. When I originally built it, I had very little web page experience, therefore the technique is probably quite poor and I made little effort to make it work across various platforms. I copied the look of the "State's" web page but not their code.

I have used WC3 (https://www.w3schools.com/)as a guide as well as other's pages.

The following is not a complete list of the things the Webmaster can do and the Webmaster has the latitude to make any changes he likes. There are no firm guidelines for this task.

Monthly Tasks:

Each month the web page is updated using the Rooster, meeting minutes and reports.

Meeting minutes:

Upon receiving the BEC minutes, Luncheon minutes, and the Treasurer's Report, they are combined into one PDF file using a PDF editor. They are then linked to the "Board Minutes" button.

Rooster

The Rooster PDF is linked to the "Newsletter" button and page. This requires making a copy of the front page of the Rooster and linking it to the current version.

Activity updates:

Each of the activity reports in the Rooster are incorporated into the appropriate web pages

Seasonal GIF

The animated GIF on the left side of the home page is changed seasonally from a selection of GIF in the Seasonal file or from the web. Copy the desired GIF to the root and rename it to "Seasonal.gif" and the home page code will insert it.

Post-its

The notes on the left side of the home page (Post-its) are temporary notes to the members providing information that isn't otherwise available in the web site. They are generated by cut & paste of the code for other post-its. Color and position are generated automatically.

Calendar

The menu for each meeting is provided by the Little SIR, the speakers info is provided by the Program Chairman, the joke is provided by the Humorist (I photo his written copy at the luncheon the locate it on the web or OCR it for incorporation into the Joke file), a picture of the speaker receiving his placard is provided by the photographer or Program Chairman.

Photos

This tab consists of two basic parts.

The photo pages are standalone HTML files with photos of various activities and have no specific format.

The slide shows are generated by the RAMP Publications Chairman and are presented at the luncheons during the socialization time before the lunch. These power point slides shows are saved on a OneDrive (contact Heber Slusser for ID and password)

Related Links

This is a standalone HTML file that is a list of links that could be useful to the members. It should be verified periodically to make sure that all of the links work.

Annual Tasks

History

Contact the historian and receive the history update for the last year and add it to the existing history file. Also make sure that the Directory Committee gets a copy as well.

Officers & Board

Photos, names, and phone numbers need to be changed on the Officers page to reflect the new elected and appointed positions.

Calendar

A new calendar needs to be created for the new year following the format of the previous year's calendar. The old calendars are pushed down and kept forever.

Board Minutes & Newsletter

At the beginning of each year new folders and links need to be generated for the Board Minutes and Newsletter. This requires modifying the "Topbutton" and "Link" files in the root, Rooster, and Board Minutes directory