

Web Master SIR's Branch 37



Position Responsibilities for Chair & Assistant

Date 1/28/16

The SIR Branch 37 website serves three purposes. First and foremost is to bring in new members. Second is to be a place of up-to-date information for already existing members. Last, this site is to be an archive of historical information.

This website is currently split between two hosts to accommodate storage restrictions on the original site. Current information is on sirsbranch37.webs.com and archival information resides on sirbranch37.weebly.com.

The webmaster and assistant must be conversant with the template-driven web maintenance on both webs.com and on weebly.com. The templates on these two sites are similar but different so both the webmaster and assistant must be flexible and able to switch between the two platforms with minimum difficulty.

In addition to permanent information updated as needed (annually in January, usually), the following information is to be posted on the webs.com site monthly in a timely manner: the BEC meeting agenda from the Big Sir; the BEC meeting minutes from the Secretary; and the Treasurer's report.

The Placer Gold Bulletin is posted on the weebly.com site monthly. Several years of Bulletins are stored here as well as many years of historical pictures.