

GPCA Webmaster Job description

Objective

- The webmaster will maintain the GPCA website, ensuring the site is up to date with relevant information of interest to the GPCA members.
- No information will be put on the website that is detrimental to the German Pinscher or the German Pinscher Club of America, Inc.
- All changes to the website will be done in a manner to maintain a consistent, uniform format throughout the website.
- Major design changes should always be approved by the full board.
- All changes/additions to the website are restricted to the webmaster, unless the board approves others to make specific changes.
- Content shall be maintained/updated to keep topics current, and factual.
- No individual, dog, or kennel will be promoted, other than what is stated here in specific formats.
- The GPCA Website password will always be provided to each successive President, the Recording Secretary and the Website Assistant. In the event that the password is changed for any reason, all three will be notified and provided the new password.
- The Webmaster will be the official individual who works on a daily basis on the website and all emails and correspondence with regard to the Website should be sent directly to the Webmaster.
- The Webmaster will choose a Website Assistant who will be mentored by the Webmaster and will be familiar with the operations of the website. The Website Assistant will take active responsibility of the Website duties only in the event that there is an emergency and/or the Webmaster is unable to perform his/her duties. The Website Assistant must be approved by the GPCA Board of Directors.
- The Webmaster will purchase and provide receipts to GPCA Treasurer for reimbursement for the purchase of DVD's(R&W) and/or other storage devices used by the Webmaster to backup the website, quarterly. The cost of the device/s must be approved by the board prior to purchase. Copies of the website backups will be provided to the President and Recording Secretary by the Webmaster, quarterly.

Website Tasks

Documentation

- Prepare a report Quarterly and for the GPCA Annual meeting.

-Maintain passwords and user ID's for the various entities associated with the website. Share these with a designated officers and Assistant Webmaster.

-Prepare a back-up of the web site quarterly and send to designated officers.

-Mentor the Assistant webmaster as to the file system and techniques to assure uniformity of the website.

AKC Titlists pages

-All listings must be submitted by the dog's owner.

-All AKC titles and AKC Certificates will be included and any AKC titles/certificates approved in the future.

-Add a new page at the beginning of each year linking to the previous year for Conformation titles.

-The pages will contain thumbnail photos of the titlists and their name. Photos will be added in the order they are received by the webmaster from the owners, adding each new picture to the bottom as they come in.

-The German Pinscher listed need not be owned by a GPCA member.

-Titles must be verified through AKC by the webmaster before listing on the appropriate page. AKC certificates must be furnished by the owner to the webmaster before listing.

Specialty Information

-Information the members need to participate in the GPCA Specialty will be put on the website as the information is received.

-Pages are: location, special classes, Sweepstakes information, Specialty Activities, Banquet information, and information on the host hotel, other locations where the members can stay, and airport information.

-The first page of the Specialty information will point to the information on the winners of the previous Specialty. This creates a history of the GPCA Specialty winners. (Specialty3.htm, Specialty4.htm, Specialty5.htm, etc.).

-Advertising information.

-After the Specialty show, winners, exhibitors, sweeps, trophies and banquet will be placed on the web site. The webmaster will have to ask exhibitors to help collect pictures for the web site.

Pictures

-Add Pictures as requested by members to the pictures page, the good citizen page, and the service dog page.

-Only accept pictures of good quality.

-Pictures for the picture page must be interesting in some way.

-No dogs being actively campaigned, more than three entries a year, (stud dog, veteran, brood bitch classes exempt) will appear on the web site, other than appropriate titlist, awards, or show result pages.

-Pictures placed on the website will not give specific photographers recognition.

Show News

-Information on this page comes and goes as things happen.

-Put up information and pictures if possible on the AKC/Eukanuba Invitational.

-Put up pictures and information on the Westminster KC Show.

-Put up information on a GP who goes BIS

-Information on Supported Entry shows

-Put up appropriate information requested by officers, board members, and committee chairmen.

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-AKC information and changes that need to be brought to the member's attention

Health Page

-Include information as requested by the chairman of the health

Rescue Committee

-Include information as requested by the chairman of the Rescue committee

Breeders Page

-Include breeder's information as requested by the Treasurer.

-Place Icon listings as they are requested by members and approved by the monitor, per all guidelines as they are provided.

-Link to the breeder's web page only if they have a link back to the GPCA web site.

Awards

-Add information as requested by the awards chairman.

-Update the Awards winner page following the presentation at the Specialty banquet. .

-Take pictures of the awards winners when possible and include them on the award winner page.

Store

-Add items to the store as requested. New items are added to the top down as they are received

-Each year the Webmaster of GPCA shall contact the Westminster site and place a different dog on the site. This picture would remain for one year. These pictures would be sent to this site by the Webmaster. The only determining factor would be that this is a finished dog that has an AKC title and that all the different lines in this country would be represented, Finnish, German, Swedish if any, and French. Order in appearance would be determined by the webmaster.

-Intellectual Property; All written materials- articles, forms, disclaimers, brochures, photos, artwork, but not limited to these, prepared, authored, received, during the work of this committee by committee members is done with the understanding that the work is done by GPCA representatives, and that all material prepared and received is Intellectual Property of the GPCA.

-Exceptions by individual contract between member and GPCA may be allowed

Committee chairs must submit a quarterly report each quarter for publication in the Pinscher Press. If no committee action has occurred during a quarter, that should be reported. The yearly report required for the annual membership meeting will count as one of the quarterly reports.

By the authority of the GPCA Constitution/Bylaws, any committee member who does not follow these guidelines may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint a successor for the person whose service has been terminated.

REV 03/14/2017