

WEBMASTER/WEBSITE COMMITTEE

The Webmaster is responsible for the design, configuration and updating of information of the NYSOMOTC's Website, with the approval of the President and the Executive Board. The Committee members are required to have the knowledge and ability to keep the website functional and informative on a regular basis. The Webmaster receives the activity reports from the Executive Board members and coordinates the presentation at each meeting.

The Webmaster and the Website Committee maintain all social media, email and virtual meeting platforms for NYSOMOTC. Fees for all website, email, social media and virtual meeting platforms are to be kept up to date and renewed as necessary.

Website/Email Maintenance:

- The Website is currently hosted with GoDaddy. An email address and personal information (including credit card information) is necessary to maintain this.
- Fees for the website include domain name, WordPress, Standard SSL Certificate, Security and any other fees related to maintaining the site properly.
- Update and maintain the site, paying close attention to loading times, dates, etc.
- Upload all images, backgrounds, sound waves, etc. to the site's media library.
- Create pages and/or sections [some knowledge of HTML is helpful] for the site. Validate the page to eliminate any HTML errors.
- Obtain suggestions from the Executive Board and the Website Committee on what to include on the site.
- Add each edition of the Presidential Papers.
- Upload as necessary, updated information on the Midterm Executive Board Meeting, Third Call, Procedure Manual and the Executive Board and Member Clubs' Directories.
- Contact member clubs to see if they have a website and obtain their permission to link them to the NYSOMOTC site.
- DO NOT place any person's full name, address, email address, phone number, or other personal information on the main pages of the site without their consent. Any such data is accessed from the "Board Members" or "Club Members" sections, which are password protected.
- Webmaster or a Committee Member appointed by the Webmaster should check the email account at least once a week. Answer or forward the email to the appropriate officer or chair.
- External websites linked to our website should be looked over very carefully to be sure that they are active and appropriate for mothers of multiples as well as children. Some sites ask that you get their permission before linking to them and will add a link on their site back to the State site.
- The link to Multiples of America (MOA) should be included on our site. Contact Multiples of America for updates and to establish the links between both websites.

Social Media/Virtual Meeting Platform Maintenance:

- Webmaster or a Committee member appointed by the Webmaster updates and maintains the social media page(s).
- The Webmaster and Committee will create any virtual meeting requested by an Executive Board Member and pass along the meeting information. A Committee Member will start the virtual meeting and assign a host once the meeting has started.

Passwords & Login: The Webmaster, the Committee and the President should have the passwords and login information to the website, email, social media and virtual meeting platforms.

Midterm Board Meeting: The Photographer provides the Webmaster a flash drive with the collection of photos from the State Meeting.

Meeting Reports: The Webmaster shall be responsible to obtain the activity reports from the board members and prepare the PowerPoint presentation of said reports at the meetings of the Executive Board and the general membership.

- Copies of the reports are emailed to the Minutes Approval Committee, following the meetings.
- The Webmaster is to maintain the storage of the NYSOMOTC's projector used at each meeting.

Committee Members: Review the website on a regular basis and inform the Webmaster of any corrections, spelling mistakes or broken links. Be available to take on additional assignments at the discretion of the Webmaster.

Files: any documents regarding the website service and maintenance, other materials and the badge are turned over to the new Webmaster or returned to the Procedure Manual Chair at the end of term.