



## **WEBMASTER AND AN INTERNET SECURITY COORDINATOR**

BCOA is looking for a Webmaster and an Internet Security Coordinator – either one person for both jobs, or two separate volunteers.

If you are comfortable managing and updating a web site, the webmaster job might be for you.

### **Webmaster**

The BCOA webmaster works closely with officers and board and with other BCOA members who are assigned to manage portions of the site.

Because each area has its own responsibilities, the webmaster has a more reasonable workload – one person doesn't have to do everything!

Various sections of the web site are managed by “subsite managers”, who are responsible for specific sections of the site, like Native Stock, African Stock Project, National Specialty, or Versatility. Other volunteers help with specific web-related functions, such as database administration, content management software, etc.

The webmaster also has one or more assistant webmasters who serve as backups when the webmaster is not available.

The webmaster updates the BCOA web site

- Adds new items to the club message board,
- Adds links,
- Uploads new versions of documents, etc.
- Sets up accounts and security access for sub-site managers and backup webmasters.
- Create new content for the website

HTML skills are required for this position. Experience various with other applicable technologies (CSS, Javascript, Dreamweaver, Apache, PHP, etc) are very helpful.

When updating the site, the webmaster is responsible for confirming that the Club has permission to use the material.

Some updates are pre-approved. Approval for other changes comes from the Board.

The webmaster is responsible for making regular offsite backups of the entire web site, and keeping copies of old versions of files previously posted to the web.

### **Internet Security Coordinator**

The Internet Security Coordinator is responsible for archiving the offsite backups and keeping them so that, in case of emergency, the BCOA web site can be fully and rapidly restored. The coordinator stores a library of all previously published files in a permanent, offsite backup.

The coordinator is also responsible for monitoring the hosting provider and domain renewal date, and notifying the Board and Treasurer when renewals are coming due.

Once a year, the coordinator will make a list of tools and technologies used on the site for backup and planning purposes, and send the list to the Board. The Coordinator will review the web site or sites and any BCOA use of third party social media for compliance with applicable laws (copyright, etc) and BCOA policies.

**Please send resume to Pamela Geoffroy at [Eldoradobcoa@comcast.net](mailto:Eldoradobcoa@comcast.net)**