



WEB EDITOR JOB DESCRIPTION

- I. The Web Editor is responsible for keeping the BAGS website (www.txbayareagen.org) up to date. Hosting and domain name from DreamHost are free for non-profit 501(c)3 organizations.
- II. Teach other officers the process so they can upload related files.
 - A. Use the BAGS How-To file included in the folder passed on to those who have been taught.
- III. Change the password for Members Only page and Board Files pages after new Board elections, every two (2) years.
- IV. Check for broken url addresses at least bi-monthly with www.brokenlinkcheck.com – make notation of that event at the bottom of the Home page.
- V. Pages to be updated:
 - A. Home – specifically the Upcoming Events section in the Side Bar
 - B. Meetings – add upcoming meeting descriptions, dates, times, and places
 1. Past Meetings – add date and description of past meetings
 - C. Members Page
 1. Update after event
 - i. Archived Meeting Handouts
 - ii. Board Meeting Minutes
 - iii. Budgets
 - iv. General Meeting Minutes
 - v. Treasurer Reports
 2. Update yearly
 - i. Archived Yearbooks
 3. Members' Yearbook (immediate past year) (pdf)
 4. Update as needed
 - i. 6-generation computer-editable blank pedigree chart (pdf)
 - ii. BAGS Bylaws (pdf)
 - iii. BAGS Membership Policy (pdf)
 - iv. BAGS Merchandise
 - v. Committee Job Descriptions (pdf)
 - vi. Executive Officer Duties (pdf)
 - vii. In Memoriam (keeping only a year's listing)
 - viii. Journals — Table of Contents
 - ix. Members' Pedigree Charts
 - x. Surname List (pdf)
 - D. Newsletters – first page only for 2 months

- E. Services – updated as needed
 - 1. Links
 - 2. Articles
 - 3. Board files – password protected for Board use only
- F. Trips – updated as needed
- G. Workshops – update as dates are added
- H. About Us – update as needed
 - 1. Photo Gallery
- VI. E-mail communication exclusively through BAGS e-mail address webeditor@txbayareagen.org.
- VII. Attend a majority of the board meetings.