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. 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 annually in early January. This blocks members who have not paid their dues for the new year from the members-only information. Change the password for Board Files pages after new Board elections every two (2) years. Also change the Google Drive password 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 monthly (unless otherwise noted below):
   A. Home – specifically the Upcoming Events section in the Side Bar
   B. Meetings
      1. Upcoming Meeting - add descriptions, dates, times, and places
      2. Past Meetings – add date and description of past meetings
   C. Members Only Page
      1. Update after event
         a) Archived Meeting Handouts
         b) Board Meeting Minutes
         c) Budgets
         d) General Meeting Minutes
         e) Treasurer Reports
      2. Update yearly - Archived Yearbooks
      3. Members' Yearbook (immediate past year) (pdf)
      4. Update as needed
         a) BAGS Bylaws (pdf)
         b) BAGS Membership Policy (pdf)
         c) BAGS Merchandise
         d) Committee Job Descriptions (pdf)
         e) In Memoriam (keeping only a year or two listings)
         f) Journals – Table of Contents
         g) Members' Pedigree Charts
         h) Surname List (pdf)
   D. Newsletters – each year has its own page
   E. Services – updated as needed
      1. Links
      2. Publications

              3. Trips
        F. About Us
              1. Board of Directors – password protected for Board use only
              2. Photo Gallery
        G. FAQ

VI.   Email communication exclusively through BAGS email address webeditor@txbayareagen.org.

VII.   Attend a majority of the board meetings.