

Website Editor

The Website Editor shall serve as the Standing Committee Chairperson as authorized by Article VI of the Constitution. This position is appointed by the President and is a voting member of the Board of Directors. The duties of the Website Editor are briefly listed in Article IV of the By-Laws.

The Website Editor shall:

Attend and provide reports for the Board Meetings.

Website:

- Keep the suncoastcamerclub.org domain name active
- Find and maintain a value based and reliable hosting service; currently GoDaddy.com
- Maintain e-mail list on host site
- Setup and maintain forwarding e-mail address for info@suncoastcameraclub.org and webmaster@suncoastcameraclub.org inquiries.
- Periodically purge e-mail boxes on host site
- Ensure disclaimer notice is stated for all third-party websites and events

Home Page:

- Ensure *Upcoming Events* information is current for meeting dates and locations
- *Special Interest* should include PSA annual conference, software and other items that may be of interest to club members
- The President will determine which unsolicited notices will be posted
- Showcase Year-End Competition winning images to the slideshow
- Showcase one of the top monthly electronic images
- Maintain list of website changes in *What's New*

Calendar:

- Maintain SCC event calendar with a two month schedule as a minimum. Include photo contest due dates.

Club Info:

- Post *Welcome* brochure
- Maintain *Contact Us*
- Maintain *Meeting Locations*
- Maintain *Membership* info, online Membership form and Membership Directory. Add headshots to Membership Directory.
- Maintain *Officers, Committee Chairpersons* list. Post roles and responsibilities for each position.
- Post *Club Constitution and By-Laws*

- Maintain *SCC President's* list

Club News:

- Post pertinent club news such as new members, awards, etc.
- Archive old news by year
- Post Annual Banquet Awards information including showcasing Year-End Competition top winning images, all winning images in photo gallery, winner list and banquet snapshots. Post high point winners, star awards, promotions and Most Improved Photographer award provided by Competition Records Chairperson.

Evaluation Night & Results:

- Post and maintain Evaluation Rules, Electronic Image submission process, print submission process, merit award system, Year-End Competition, mini-essay process, and assignment definitions.
- Post monthly competition results provided by Competition Records Chairperson
- Post annually Year-End Awards and Points Report provided by Competition Records Chairperson
- Maintain early print sign-up sheets on Google Drive

Gallery Evaluation:

- Post monthly electronic images
- Post annual Year-End Competition winning images and banquet snapshots

Gallery Club:

- Post President's Shoot / Club field trip gallery
- Post special event photo gallery
- Setup member photo gallery on club website or link to another website

Gallery Commercial:

- Add and maintain links to commercial and other photo galleries for member enjoyment and edification

Publications:

- Post pertinent articles, club presentations and magazines

Seminars:

- Post seminars and tours
- Post information on PSA Annual Conference

Training:

- Post local and web based training information

Software:

- Post information on the top photography software programs and plug-ins

Tools:

- Post apps and other useful photography tools

Camera Clubs:

- Post local clubs, national clubs and photography organizations; ensure PSA and FCCC are included

Photo Contests:

- Post FCCC Digital Division Competition dates
- Post PSA and other pertinent photography contests

Exhibitions:

- Post local photography exhibitions

Merchants:

- Post leading photography merchants, producers, for sale/wanted, and photo sharing sites

Revised: May, 2015